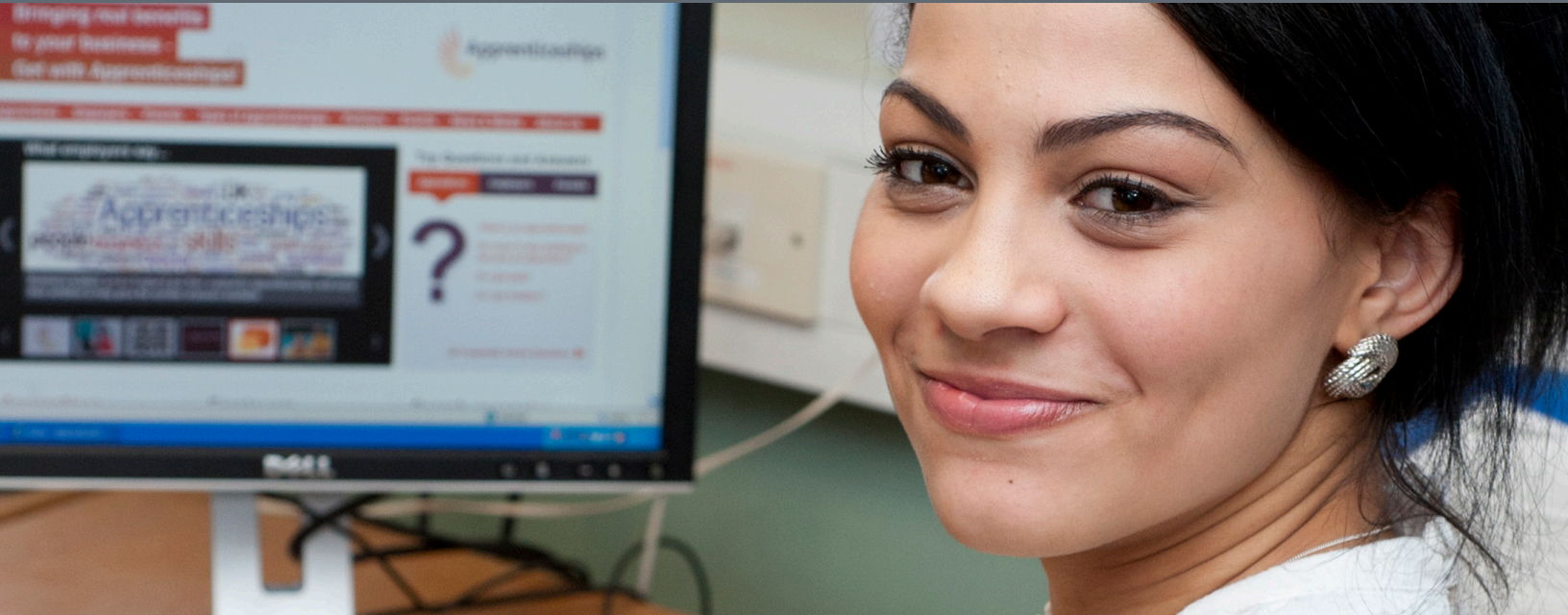




BUSINESS ADMINISTRATION Apprenticeship All you need to know



Business Administration Apprenticeship

The Business Administration apprenticeship is in depth and covers all areas of business administration. In the role apprentices will work with internal and external customers to provide an efficient administrative and support function to the organisation.

They will have responsibilities for the smooth running of the 'back office' making sure that 'customer

facing' staff have the resources and support they need to meet client needs. An eye for detail, a focus on accuracy and quality, are essential skills for an effective administrator.

Access Training will work with you to design a training package covering all the essential skills, behaviours and knowledge needed to provide a quality business administrator.

What's Involved?

Apprentices will gain a good understanding of the key responsibilities and skills needed to work successfully in this role including:

- Information management
- Document production
- Systems and resources
- Relevant regulations and legislation
- Communication skills
- Team working

- Developing self
- Personal organisation
- Providing meeting support
- Software skills e.g. Word and Excel
- Maths and English Functional skills to level 2 *
*if not already achieved

More about Apprenticeships

An Apprenticeship is a real job with an accompanying skills development programme. It is a way to earn while they learn and gain valuable skills and knowledge in a specific job role.

They must spend at least 20% of their time on off-the-job training which will consist of a wide mix of learning in the workplace, workshops, e-learning, mentoring, self-study and the opportunity to practise new skills at work. Apprenticeships typically last between 12 - 15 months and our roll-on, roll-off model means there is no waiting for course start dates.

THE 4 STEP APPRENTICESHIP JOURNEY



Contact us for more information:

Tel: 0330 002 6266

Email: info@atem.co.uk

www.atem.co.uk

