

ADVANCED APPRENTICESHIP Business Administration



TRAINING
L I M I T E D

ADMINISTRATION

A 12-24 month programme designed for candidates who work in an office environment or are involved in administration.

This qualification recognises the existing level of competency already delivered within the job role.

WHO THE QUALIFICATION IS FOR?

This qualification would be appropriate for anyone aged 18 – 24 currently working within admin services.

ENTRY REQUIREMENTS

Applicants should already be working in an office environment and have developed a complex range of skills, which enables them to carry out skilled or supervisory work.

Acceptance onto the programme will be subject to successfully completing an initial assessment and interview.

EMPLOYMENT

Candidates should already be employed in a role that necessitates a high degree of autonomy and personal responsibility. Ideally, you will be involved in developing, implementing and maintaining admin services for customers and clients. This will be negotiated with your employer at the start of your apprenticeship.

ASSESSMENT

This will be through a combination of observation of performance and evidence collected in the workplace.

There will also be examinations to take for the Technical Certificate and Key Skills.

PROGRESSION

Candidates who complete this qualification can progress onto an NVQ Level 4 in Administration or a Foundation Degree in Business.

HOW DO I APPLY?

If you are interested then contact our Recruitment Officer, Louise Benson at RWP who will discuss the programme with you and answer any questions you may have.

Alternatively, you can visit our web site www.rwp.co.uk for more information or to register on-line.

PROGRAMME CONTENT

Level 3 Diploma in Business and Administration (40 credits)

Mandatory units include:

- Accurate & effective verbal & written communications
- Time management
- Supporting others
- Improving own performance
- Respecting others & valuing diversity
- Maintaining security & confidentiality
- Supporting sustainability

Optional units are selected to fit around your responsibilities at work.

Examples include:

- Supervise a team in a business environment
- Prepare text from recorded audio instruction (60 wpm)
- Co-ordinate an event
- Plan and organise meetings
- Monitor and solve customer service problems
- Contribute to running a project
- Order products and services
- Analyse and report data

Plus

Key Skills

Communication Level 2
Application of Number Level 2

Plus

Technical Certificate

EDI Level 3 certificate in Principles of
Business and administration
(6 units tested by multiple choice exams)



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