

APPRENTICESHIP

Business Administration



TRAINING
L I M I T E D

ADMINISTRATION

A 12 month programme, which includes workshops in our training centre one day a fortnight for 6 months and structured on-the-job training provided by the employer.

WHO THE QUALIFICATION IS FOR?

This qualification would be appropriate to anyone aged 16 and above with an interest in office work and administration and is seeking, or already has employment with a local employer.

ENTRY REQUIREMENTS

Applicants should preferably have at least two GCSEs at Grades A* - D and an interest in administration. Acceptance onto the programme will be subject to successfully completing an initial assessment and interview.

EMPLOYMENT

We will help you secure a suitable position with a local employer who will support you throughout your apprenticeship and pay you a wage. This will be negotiated with your employer at the start of your apprenticeship but will be a minimum of £2.50 per hour.

ASSESSMENT

The certificate will be assessed through a combination of observation of your performance; evidence collected in the workplace and knowledge questions. There will also be examinations to take for the Technical Certificate and Key Skills.

PROGRESSION

Candidates who complete this qualification can progress onto an Advanced Apprenticeship in Business Administration at Level 3.

HOW DO I APPLY?

If you are interested then contact our Recruitment Team 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 2 certificate in Business and Administration (21 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:

- Provide reception services
- Handle mail
- Spreadsheet software
- Word Processing software
- Make & receive telephone calls
- Organise and support meetings
- Operate office equipment
- Use diary systems
- Store & retrieve information

Plus

Key Skills

Communication Level 2
Application of Number Level 1

Plus

Technical Certificate

EDI Level 2 certificate in Principles of Business and Administration (5 units tested by multiple choice exams)



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