

Advanced Apprenticeships: Business Administration

Course Overview

An Apprenticeship in Business and Administration is appropriate across a multitude of industry sectors and can also be a practical pathway into supervisory management. Designed for those individuals with responsibility for administrative facilities, often in junior roles, this programme will deliver a broad range of knowledge and skills, tailored to both the individual and the organisation.

Course Content

There are four components to this apprenticeship, providing the Learner with a broad knowledge in Business Administration.:

- NVQ L2 Business and Administration
- Technical Certificate L2 in Business and Administration
- Key Skills: L2 Communication
- Key Skills: L1 Application of Number

On achieving the qualification, Learners will have a deeper understanding and demonstrate competence in the key areas of:

- Working in an office
- Maintaining information systems
- Organising diary events
- Administering relevant organisational processes
- Using office ICT effectively
- Working within Health and Safety guidelines

How we deliver this course

To enable an effective apprenticeship programme to be designed, we initially work with your training or HR team to arrange a needs analysis, which will lead us to developing learning plans for every individual participant. Existing skills levels are taken into account, and mapped against organisational objectives.

Our expert assessors will visit employees in their workplace without disrupting work, to observe their performance and guide, support and coach them throughout the apprenticeship.

During the NVQ training, we will use scenarios and case studies based on your own organisation, and we'll make sure our staff get to know you well. Assessment is through a number of means including: direct observation by the Assessor, personal statements by the Learner about their work and testimonies by their manager/colleagues about their work and capabilities.

The Technical Certificate is delivered in a workshop style over 3 or 4 days, supported by individual workbooks. Assessment is through reflective reviews and a work-based assignment.

Key skills are delivered by portfolio compilation, consisting of a number of projects/assignments. There is also a supervised test.

The apprenticeship will require a commitment of one to two days a month by both the employee and the employer, for up to a year.



“An excellent delivery method which encourages trainee interaction.”

Brian Roberts,
Gardener Aerospace

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