



APPRENTICESHIP BUSINESS ADMINISTRATION

Learn to provide excellent admin support within a business or organisation. Start a **Business Admin Apprenticeship** with Uxbridge College and earn while you learn!

HOW APPRENTICESHIPS WORK



BUSINESS ADMIN APPRENTICESHIP PROGRAMME

Administrators handle the day-to-day tasks in an office and make sure things run smoothly – 97% of employers say that effective administration is essential to their business, so they do a crucial job. The term ‘administration’ covers roles that involve organising people and resources, including, executive assistants, secretaries, administration assistants, data entry clerks and office juniors. Without them, information would be hard to find, meetings would be missed and businesses would be less productive.

Entry requirements	Levels offered	Qualification gained
<ul style="list-style-type: none"> 16 years or over GCSE English & maths or equivalent Basic skills assessment in literacy & numeracy. 	<p>Level 2 - Intermediate Apprenticeship (equivalent to five GCSE passes)</p> <hr/> <p>Level 3 - Advanced Apprenticeship (equivalent to two A Level passes).</p> <hr/> <p>Duration - 1 - 2 Years</p>	<ul style="list-style-type: none"> National Vocational Qualification (NVQ) Functional Skills (English, maths & ICT) Employment Rights and Responsibilities Personal Learning and Thinking Skills. <hr/> <p>Exam Body - OCR</p>

VIEW OUR VACANCIES TO APPLY

uxbridgecollege.ac.uk/apprenticeships



ALREADY WORKING?

Turn your job into an apprenticeship. Call us on 01895 853622 / 01895 853786 to get you started.

This factsheet is issued as a general guide and may be altered at any time, August 2016.

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www.uxbridgecollege.ac.uk/apprenticeships
 @UCApprenticeJob





SAMPLE UNITS YOU MAY STUDY

NATIONAL VOCATIONAL QUALIFICATION (NVQ)

You will study knowledge based units that combines theory and performance. Sample units include:

Level 2:

- Principles of personal responsibilities and working in a business environment
- Principles of providing administrative services
- Principles of managing information and producing documents.

Level 3:

- Principles of personal responsibilities and how to develop and evaluate own performance at work
- Principles of working with and supervising others in a business environment.



CHOOSE UXBRIDGE COLLEGE



A TOP COLLEGE

in London for success rates.



THE LARGEST

college provider of apprenticeships in west London.



WE WORK

with many companies e.g. Barclays, British Airways, Royal Opera House & Sky.



91% OF APPRENTICES

secure employment at the end of their apprenticeship through Uxbridge College.



FREQUENTLY ASKED QUESTIONS (FAQs)

What extras will I get?

NUS Apprentice Extra Card -

To get discounts on shopping, visit

www.apprenticeextra.co.uk

Apprentice Oyster Card -

To get up to discounts on travel within London Borough, visit

<https://tfl.gov.uk/fares-and-payments/adult-discounts-and-concessions/apprentice-oyster-photocard>

Do I already need to have a job?

You should be working a minimum of 30 hours per week in a job. If you are unemployed, view our vacancies to apply for a job: www.uxbridgecollege.ac.uk/apprenticeships

Can I start an apprenticeship after Year 11?

Yes, you can! Young people in England must stay in education or training until they turn 18. If you're looking for a different option after Year 11, an apprenticeship could be the answer for you!

How long does it take to complete an apprenticeship?

You can complete each apprenticeship within 1-2 years,

depending on your experience, competence and the company you are working in.

How much does it cost?

There is no cost for you to do an apprenticeship if you are 16-23 years old and you will be paid a wage.

How am I assessed?

Assessments are carried out in your workplace. Our assessor will come and assess you in your job role.

What's next after I complete my apprenticeship?

Further Study -

If you complete a Level 2 Apprenticeship, you may be able to progress onto Level 3. Apprentices that complete Level 3 may be able to go onto a Level 4 Higher Apprenticeship.

Career opportunities -

Level 2: Administrator / business support officer, office junior, receptionist, junior legal secretary, junior medical secretary and medical receptionist.

Level 3: Administration officer / executive, administration team leader / office supervisor, personal assistant, secretary, legal secretary and medical secretary.