



HIRE A BUSINESS ADMIN APPRENTICE

This apprenticeship gears your staff with the skills needed to provide excellent admin support - the key to run any company efficiently.



HOW APPRENTICESHIPS WORK

- You offer a young person a role to support your business paying minimum wage of £3.50*
- The role combines of employment and training leading to a nationally recognised qualification
- Their training takes place at your workplace and at the College
- The employee is required to work a minimum of **30 hours** per week including any college attendance.



BENEFITS FOR YOUR BUSINESS

- Recruit new staff or train existing employees in a cost effective way
- Improve your recruitment policy, resulting in higher staff retention and loyalty
- Build a qualified workforce with specialist skills to suit your present and future business needs.
- Work with the largest College provider of apprenticeships in west London with over 50 years of experience.



APPRENTICESHIP REFORMS

With the introduction of the government's Apprenticeship Reforms, talk to us about how we can help you plan your recruitment. To find out more, call **01895 853780** or visit our website at www.uxbridgecollege.ac.uk/employers.



APPRENTICESHIP PROGRAMME

Levels of Apprenticeships	Pathway	Qualifications gained
<p>Level 2 - Intermediate Apprenticeship (equivalent to five GCSE passes)</p> <hr/> <p>Level 3 - Advanced Apprenticeship (equivalent to two A Level passes).</p>	<p>■ Business Admin</p>	<p>■ National Vocational Qualification (NVQ)</p> <p>■ Functional Skills</p> <p>■ Employment Rights and Responsibilities</p> <p>■ Personal Learning and Thinking Skills (PLTS).</p>

*All pricing information correct at time of publication, March 2017.

CAN YOU OFFER A ROLE? FIND OUT MORE:

- 01895 853780**
- employerservices@uxbridgecollege.ac.uk**
- www.uxbridgecollege.ac.uk/employers**
- UC_Employers**





INTERMEDIATE APPRENTICESHIP

National Vocational Qualification (NVQ)

Mandatory unit

- Manage and improve own performance in a business environment
- Work in a business environment.

Optional unit

- Document production
- Events and meetings
- Communications
- Customer service
- Manage information and data
- Business records
- Innovation and change
- Specialised business support services – Human Resources
- Specialised business support services – parking policies and procedures
- Bespoke software.

ADVANCED APPRENTICESHIP

National Vocational Qualification (NVQ)

Mandatory unit

- Manage own performance in a business environment
- Evaluate & improve own performance in a business environment
- Work & supervise a team in a business environment.

Optional unit

- Work responsibilities
- Business support services
- Project management
- Document production
- Events and meetings
- Communications
- Customer service
- Manage information and data
- Business resources
- Innovation and change
- Specialised business support services – Human Resources
- Specialised business support services – parking policies and procedures
- Specialised business support services – education
- Specialised business support services – legal
- Health, safety & security of people, premises and property.

COMMON MODULES FOR BOTH APPRENTICESHIPS

Functional Skills

- Application of Number – Level 1 or 2
- Information
- Communication
- Technology – Level 1 or 2
- Communication – Level 1 or 2.

Employment Rights and Responsibilities

- Rights and responsibilities of workers (including equal opportunities legislation)
- Organisation, disciplines and representative structures of the industries concerned
- Impact on the sector of public law and policies.

Personal Learning and Thinking Skills (PLTS)

Generic skills - essential to life, learning and work. PLTS have a significant impact on a person's ability to make a confident contribution, both within and outside of their working environment.