

Business Administration Apprenticeship

This Apprenticeship is ideal for those looking to learn a range of skills and advance in their career.



Why choose a career in Business Administration?

Administrators handle the day to day tasks in an office and make sure things run smoothly. Recruiting a loyal team member into your administration function is crucial. An Apprenticeship is an investment – they will not only benefit you today but will grow and develop as your company does.

Funding & Eligibility

This Apprenticeship is eligible for Government funding. Funding is available for new recruits and existing staff. To confirm current eligibility requirements please contact Group Horizon on 0800 002 9805.

Duration

There are two different levels for this qualification, Intermediate and Advanced. The Intermediate runs for 12 months, and the Advanced between 12-18 months.

Referral Process

Contact Group Horizon on **0800 002 9805** or **0191 497 7722** | Email us at referral@grouphorizon.co.uk
Check out our website www.grouphorizon.co.uk | Follow us on Facebook and Twitter [@grouphorizon](https://www.facebook.com/grouphorizon)

What will the Apprentice learn?

The Apprenticeship framework consists of three key parts: Competence based element; Technical element and Skills element. There is also the opportunity, if appropriate, to include literacy and numeracy functional skills.

Topics covered include:

Intermediate Level: Principles of personal responsibilities and working in a business environment, Principles of providing administrative services, Managing information and producing documents, Maintaining stationery stock and Project management.

Or

Advanced level: Working and supervising others in a business environment, Principles of budgets in a business environment, Supporting change in a business environment and Contributing to innovation and change.

Qualification Gained

Intermediate Apprenticeship in Business Administration *or*
Advanced Apprenticeship in Business Administration.

Job roles this Apprenticeship is suitable for:

Intermediate Level: Administration, Business Support, Office Junior, Receptionist, Junior Legal Secretary, Junior Medical Secretary, Medical Receptionist.

Advanced level: Administration Officer, Executive, Administration Team Leader, Personal Assistant, Secretary, Legal Secretary, Medical Secretary.

How is the training delivered?

An Assessor will visit every 6 to 8 weeks throughout the course of the Apprenticeship to help support the Apprentice and the organisation.

Why Group Horizon?

We pride ourselves on our ability to serve the training needs of both individuals and businesses alike. Our fully accredited qualifications are delivered by our own specialist trainers and assessors who each bring a wealth of experience in their chosen field.



For further information please contact Group Horizon

Email: referral@grouphorizon.co.uk

Telephone: 0800 002 9805 or 0191 497 7722