



INTERMEDIATE AND ADVANCED APPRENTICESHIPS IN BUSINESS ADMINISTRATION

The intermediate apprenticeship in business administration is a nationally recognised qualification suitable for anyone who is starting out on an administrative career in a business or office environment. The advanced apprenticeship in business administration is the next step up and is designed for apprentices who are taking on more responsibility and are starting to manage processes and people. There is more independent learning at this level.

The core qualification within the intermediate apprenticeship is the Pearson BTEC Level 2 Diploma in Business Administration. At advanced level, apprentices study towards the Pearson BTEC Level 3 Diploma in Business Administration.

THE QUALIFICATIONS

The BTEC diplomas each have a range of mandatory and optional units so that they can be tailored to suit individual job roles. The compulsory units cover underpinning skills and knowledge required by all administrators - things like business communication skills, how to develop and maintain good working relationships with colleagues and how organisations are structured. The optional units allow the apprenticeship to be tailored. Here, apprentices might learn about social media, how to give a presentation, creating business documents or handling mail. The qualification is designed to test not just whether the apprentice knows something but also whether they are applying their skills and knowledge correctly and consistently in the workplace. This is done via a range of methods. As well as formal assignments and tests, apprentices have to create a portfolio of evidence that proves that they are putting their skills into practice.

Suitable Roles:

- Administration assistant
- PA/Secretary
- Patient records administrator
- Data entry clerk
- Office Administrator
- Office Manager

Duration: 12 months

Enrolment: year round

If the apprentice does not already have good GCSEs in maths, English and IT, they will receive training to get them up to the level required for the apprenticeship. These functional skills qualifications are designed to ensure the apprentice has the literacy, numeracy and IT skills that they will need for their role.

These apprenticeships are delivered via regular 1:1 tutorials in the workplace, supported by online and paper-based training material. The apprentice works in partnership with their Damar trainer and the line manager and progress is reviewed at regular intervals. Between visits, the apprentice and their supervisor are able to contact the trainer by email and telephone. They can also check progress online at any time by logging in to the apprentice's e-portfolio.

**FOR MORE INFORMATION
 CALL DAMAR ON 0161 480 8171
 TO DISCUSS YOUR NEEDS WITH
 A MEMBER OF OUR TEAM.**

HOW MUCH DOES IT COST?

Full or part funding is generally available for those with qualifications no higher than A-Level. Where students are aged over 18, a contribution is always needed which will usually be in the range of £100 to £130+VAT per month.

