

Factsheet 10

Business

Administration

National Apprenticeship Service

Overview

This Apprenticeship is about playing an important support role within a business or organisation. Administrators handle the day-to-day tasks in an office and make sure things run smoothly. Business and administration skills are critical to the growth of the UK economy with 97% of all employers stating that business administration is critical to the effective function of their business.

Currently there are 4.7 million people in the UK working in this sector and it is expected to rise to 5.2 million by 2012.

In addition 10 million people are working in roles that require administration skills on a daily basis.

Starting salary (once qualified):
£12,000 - £18,000 depending on industry and location within the UK.

What is an Apprenticeship

An Apprenticeship is a mix of real work and learning. Apprentices earn a wage and get experience whilst working towards a number of qualifications. An Apprenticeship follows a Level 2 programme and can lead onto an Advanced Apprenticeship which is a Level 3 programme.

Example Job Roles as an Apprentice

- Admin Assistant
- Clerical Clerk
- Data Entry Clerk
- Filing Record Clerk
- Junior Secretary
- Office Clerk

Apprenticeship Framework

There are a number of elements to each Apprenticeship and this is called the framework. Each Apprenticeship framework has three main strands:

- competence based element
- technical element
- skills element

The three strands are sometimes accompanied by additional qualifications to give the most relevant skills and knowledge required for the job.

Competence Element

Apprenticeship – NVQ Level 2 Business Administration

Advanced – NVQ Level 3 Business Administration

Technical Element

Apprenticeship – Business Administration Technical Certificate Level 2

Advanced – Business Administration Technical Certificate Level 3

Skills Element

Apprenticeship – Communication Level 2
Application of Number Level 1

Advanced – Communication Level 3
Application of Number Level 2

Other Additional Study

Employment Rights and Responsibilities.
There are a range of optional modules to suit your job role which you will select once you have started on your Apprenticeship.

Apprenticeships Available

- Apprenticeship (6-12 months) ✓
- Advanced Apprenticeship (18-24 months) ✓
- Higher Apprenticeship ✗

Progression Routes

- Advanced Apprenticeship
- Further Education
- Higher Education
- Supervisory and management positions

Already Employed?

Are you currently employed but not working towards qualifications? Speak to your employer about converting to an Apprenticeship and ask them to call 08000 150 600 for more information.

For more Information and to Apply

Visit:
www.apprenticeships.org.uk
info@cfa.uk.com

If you require further advice or support on Apprenticeships please contact your local Connexions or Careers Advice Service.