

Business Administration Apprenticeships

Course Information

An administrator's job is to make sure systems run smoothly for an office or department. Their role includes answering telephones, setting up filing systems and databases, producing letters, memos, agendas, presentations and reports and maybe even overseeing million-pound transactions.

Administrators have good communication skills, are able to work to tight deadlines and show a flair for organisation. Good administrators could soon find themselves promoted to team leader, junior manager or personal assistant.

Salaries range from £13,000 to over £25,000 a year.

Source: Connexions

What is an apprenticeship?

Apprenticeships are high quality work-based training programmes for people who want to earn while they learn and gain practical and transferable skills that today's employers are looking for.

What do I need to start?

1. Previous training

- Two GCSEs grade A–D including English

2. A job

You will need to have a business administration related job. You can either find an employer yourself or we can assist you with your job search. Call us to find out more.

Who are they for?

Apprenticeships are open to anyone living in England and not taking part in full-time education.

How long will my apprenticeship take?

Each apprenticeship lasts up to two years.

What will I get out of it?

Earnings

Recent research found that apprentices earn an average of £170 net pay per week. Research also shows that apprentices earn, on average, over £100,000 more throughout their lifetime than other employees. As of August 2009 the minimum wage for an apprentice aged 16 years is £95 per week.

Qualifications

When you have successfully completed your apprenticeship in Business Administration you will gain:

- NVQ Level 2 Business Administration
- Certificate Level 2 in Business Administration
- Key Skills.

Prospects

Apprenticeships train you in the skills employers want, so when you've finished you can carry on working, maybe get promoted, or go on to higher education in a college or university.

Good administrators could soon find themselves promoted to team leader, junior manager or personal assistant.

How much does an apprenticeship cost?

The government cover the full cost of training for 16–18 year olds and contribute towards costs for those aged 19 or above.

How do I apply?

To apply for an apprenticeship you will need to fill out and return an application form.

To request an application form:

Tel: 01234 291000

Email: apprenticeships@bedford.ac.uk

Once complete, please send your application form to:

Apprenticeships
Bedford College
FREEPOST BF356
Bedford
MK42 9BR

Once we have reviewed your application form we may invite you for an interview and assessment.

To find out more about a Bedford College Apprenticeship

call **01234 291000**

or visit **www.bedford.ac.uk**

