

About the apprenticeship

The Business Administration Apprenticeship offers the opportunity to develop excellent office-based skills that will give a good foundation for any type of business role in any type of industry. You will be employed and have regular day release to build your portfolio and access tutor support. Your work will include a range of office activities which will enable you to select units relevant to your role, for example, dealing with visitors and reception duties, use of IT for word processing, managing diary systems and use of telephone systems. A person with good administration skills forms the backbone of any business. If you are well organised and like to work in a structured way, then this may be a good opportunity for you to progress and develop your skills.

Course Fee

This course is free of charge for the individual working full time more than 30 hours per week.

Funds Available

The Training for apprenticeships is fully funded by the government and there are no fees applicable to the employer. If you employ an apprentice aged 16–24 you may be eligible for a £1500 grant.



Programme Duration

The programme runs over a period of 12 months

The framework

Learners will work and attend workshops, during this time they will achieve:

- QCF Level 2 NVQ Combined Diploma in Business Administration
- Employment Rights and Responsibilities (ERR)
- PTLS – Personal Thinking & Learning Skills
- Functional Skills:
- Maths Level 1
- English Level 1
- ICT Level 1

How to take on an Apprentice

1. Invite one of our experienced account manager for free consultation on 020 7247 5497 or on 07737 066 464
2. Give a brief to the types of candidate you would like to interview.
Tell us about all the current employees you would like to put on the programme.
3. Interview and set start dates with the NextStep Training and the learner
4. Find out about the advantages to your business of employing apprentices

Contact us

NextStep Training Limited

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Course Elements

These are the elements of the course, please browse through and select the ones that best match your training and company requirements:

Unit Title	Interest
Mandatory units	
Communications in a business environment	
Understand Employer Organisations	
Principles of providing administrative services	
Principles of business document production and information management	
Manage personal performance and development	
Optional Units (<i>Please tick the units you would like to be selected</i>)	
Solve business problems (4)	
Work with other people in business environment (3)	
Use electronic message systems (1)	
Use diary systems (3)	
Take Minutes (4)	
Handle mail (3)	
Provide reception services (3)	
Produce documents in a business environment (4)	
Prepare text from notes (4)	
Prepare text from notes using touch typing (40 wpm) (3)	
Prepare text from notes using touch typing (60 wpm) (8)	
Prepare text from recorded audio instructions (40 wpm) (4)	
Organise and report data (3)	
Research information (4)	
Store and retrieve information (3)	
Archive information (2)	
Use office equipment (4)	
Maintain and issue stationary stock items (3)	
Support the organisation of an event (2)	
Support the co-ordination of an event (3)	
Support the organisation of business travel or accommodation (3)	
Support the organisation of meetings (4)	
Respond to change in a business environment (3)	
Support the management and development of an information systems (7)	
Meet and welcome visitors (3)	
Develop a presentation	
Deliver a presentation	
Contribute to the development and implementation of an information system	
Monitor information systems	
Analyse and present business data	
And many more. Please ask the advisor for detailed information	