



North Tyneside Council

# Advanced Apprenticeship in Business Administration

<b>Enrolment Requirements</b>	For more information or to apply ring (0191) 643 2288 or to apply online go to <a href="http://www.northtyneside.gov.uk/ala">www.northtyneside.gov.uk/ala</a>
In order to enrol on this course you <b>must</b> be in paid employment in a business administration role that fits the requirements of the apprenticeship. You will attend a monthly hub session to support the completion of your business qualification. You will be required to achieve a Level 2 standard in English, maths and ICT by attending weekly classes at one of our centres until completed. If you have existing English, maths or ICT qualifications that may exempt you from functional skills original certificates must be seen before your apprenticeship begins to identify whether they adequately qualify the apprenticeship requirements. You will be assessed before starting the programme to ensure the above qualifications will be achieved within the time frame of your programme.	

<b>What will I learn on this course?</b>
This qualification is aimed at people working in an administrative role. This course will cover: <ul style="list-style-type: none"><li>• Health, safety and safeguarding</li><li>• Employment legislation and following procedures</li><li>• Supervising teams</li><li>• Information and data management</li><li>• Designing business documents</li><li>• Designing and delivering presentations</li><li>• Time management</li><li>• Planning and supporting business events</li><li>• Ordering supplies and services</li><li>• Providing customer service excellence</li><li>• Continuous professional development</li></ul> Functional Skills.

<b>Assessment</b>	<b>Awarding body: City &amp; Guilds</b>
You will attend training monthly sessions, where you will learn the underpinning knowledge and will access One File e portfolio during your off the job time in the work place to complete assignment work. You will be assessed by assignments, online exams and practical observations.	

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### **Course Length**

The Advanced Apprenticeship in Business and Administration is completed within 18 months.

### **Attendance**

You will be working in a business environment, receiving training in the workplace and will attend the training centre for monthly training sessions in business administration and weekly sessions in functional skills. You must attend all sessions.

### **What else do I need to know?**

The course will extend your knowledge, skills and abilities, which in turn will enhance your career prospects enabling you to be a valuable part of any business. All training materials will be provided at the training centre.

### **What could I do next?**

You will be able to progress to a level 4 qualification if you secure a job role that suits the requirements. Please ask your tutor for further information.