

Get a job

Get paid

Get qualified

GET AN APPRENTICESHIP

The Benefits

- You'll earn £100,000 more during your career than people that don't complete an Apprenticeship.*
- No tuition fees so you'll avoid expensive student debt.

- You'll earn a salary, gain qualifications and get real life, hands-on experience.
- Apprenticeships can be an alternative route to further education and university.

What is an Apprenticeship?

Apprenticeships are work-based qualifications that last between 6 and 18 months (dependent on industry and level). They are made up of:

Vocational Qualification – the **practical part of your Apprenticeship** which shows that you understand your job and how to do it effectively. This will be an **Award, Certificate or Diploma** depending on the level of your Apprenticeship.

Key Skills – develop your **Maths, English and IT skills** to increase your confidence and ability.

Certificate – builds your knowledge of the **theory behind your job** and gives you the opportunity to develop **technical skills**.

Why JHP Training?

- ✓ We've been delivering Apprenticeships for over 28 years and have helped over **350,000 people to complete their Apprenticeship** and get ahead in their career.
- ✓ Our Apprenticeships are **entirely work-based - no need to study in a classroom** (and your free time is your own!).
- ✓ Our completion rates are **higher than the national average** and many of our learners have won industry awards.
- ✓ We work with 1,000s of employers across the UK to provide you with the **perfect Apprenticeship placement**.

Level 3 NVQ Diploma in Business and Administration

Mandatory Units - Group A

- Manage own performance in a business environment
- Evaluate and improve own performance in a business environment
- Work in a business environment
- Communicate in a business environment

Optional Units - Group B

- Solve business problems
- Work with other people in a business environment
- Contribute to decision making in a business environment
- Supervise a team in a business environment
- Supervise an office facility
- Plan and organise an event
- Co-ordinate an event
- Plan and organise meetings
- Organise business travel or accommodation
- Evaluate the organisation of business travel or accommodation
- Use a diary system
- Take minutes
- Develop a presentation
- Handle mail
- Provide reception services
- Contribute to running a project
- Deliver, monitor and evaluate customer service to internal customers
- Deliver, monitor and evaluate customer service to external customers
- Use customer service as a competitive tool
- Use electronic message systems
- Prepare text from notes using touch typing
- Design and produce documents in a business environment
- Prepare text from shorthand

Optional Units - Group C

- Provide leadership and direction for own area of responsibility
- Develop working relationships with colleagues and stakeholders
- Support learning and development within own area of responsibility
- Manage physical resources

You will also complete Key Skills and a Certificate to give you an Apprenticeship qualification.

What's Next?

This Apprenticeship demonstrates that you have strong administration and communication skills and will allow you to progress your career in the industry of your choice. If you're ready for the next level talk to us about our professional and managerial qualifications.

Get involved...

Call us on

0845 603 4055

or go online to

jhapprenticeships.com

to find out more.