

Get a job

Get paid

Get qualified

GET AN APPRENTICESHIP

The Benefits

- You'll earn over £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**.

BUSINESS ADMINISTRATION

Intermediate Apprenticeship

Level 2 NVQ Certificate in Business and Administration

Mandatory Units - Group A

- Manage own performance in a business environment
- 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 running a project
- Prepare text from notes/shorthand/recorded audio
- Design and produce documents in a business environment
- Support the organisation of an event
- Support the organisation of business travel or accommodation
- Plan and organise meetings
- Make and receive telephone calls
- Use electronic message systems
- Use a diary system
- Take minutes
- Develop a presentation
- Handle mail
- Provide reception services

- Deliver, monitor and evaluate customer service
- Organise and report data
- Research/archive/retrieve information
- Support the management and development of an information system
- Monitor information systems
- Use office equipment
- Maintain and issue stationery stock items
- Order products and services
- Respond to change in a business environment

Optional Units - Group C

- Use occupational health and safety guidelines when using keyboards
- Use collaborative technologies
- Improve productivity using IT
- Set up an IT system
- Use software (spreadsheet/word processing/data management/website)

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

What's Next?

Once you have completed your Intermediate Apprenticeship you can undertake administrative roles in virtually any industry and within any department. If you're ready for the next level talk to us about our Business Administration Advanced Apprenticeship.

Get involved...

Call us on

0845 603 4055

or go online to

jhpapprenticeships.com

to find out more.