



Business and Administration

Apprenticeships with Staffordshire County Council

Course Information



Apprenticeship

NVQ Level 2 Business and Administration

Mandatory units – the apprentice must complete all mandatory units: Carry out your responsibilities at work and work within your business environment.

Plus: Optional units (3 out of a choice of 34) e.g Manage Diary Systems, Deal with Visitors, Store Retrieve and Archive Information and use Word Processing Software.

Key skills

Application of number Level 1 and Communication Level 2.

Technical Certificate Level 2 Incorporating Employment Rights and Responsibilities.

Advanced Apprenticeship

NVQ Level 3 Business and Administration

Mandatory units – the apprentice must complete all mandatory units: Carry out your responsibilities at work and work within your business environment

Plus: Optional Units A (1 from 8 offered). e.g Use IT Systems, Use Database Software and Manage Diary Systems. Plus: Optional Units B (3 from 32 offered). e.g Supervise an Office Facility, Monitor Information Systems, Organise and Co-ordinate Events and Make a Presentation.

Key Skills

Application of number Level 2 and Communication Level 2 plus Technical Certificate Level 3 Incorporating Employment Rights and Responsibilities

FAQs

How will I be assessed?

By producing a portfolio of evidence that demonstrates that you have met the competence and understanding required by the qualification. Evidence can be, for example, work you have produced for your employer, a project set by your trainer, observation of you performing tasks at work by your assessor. External tests are set for key skills. Thirty hours work time, seven hours training.

Who will support me?

Your Placement Officer will ensure that your employer satisfies Health & Safety legislation and is committed to your training and that your job role can allow you to gain the experience needed to achieve your qualification. A mentor will be allocated to give you support in the workplace. You will also be supported by your trainer/assessor, who will provide training, observe you in the workplace, carry out one-to-one tutorials, reviews and deal with any problems you may have with your qualification.

What will I be paid?

You will receive a training rate of £95 per week for the duration of Apprenticeship i.e. 12 months

How long will it take?

Apprenticeship: 12 months

Advanced Apprenticeship: 12-18 months

How will I train?

In the workplace you follow a training programme supported by attendance at cluster group sessions delivered at our training centre.

Apprenticeship Entry Criteria

Studies to good GCSE level C or above including English and Maths or equivalent eg GNVQ foundation, NVQ Level 1 or Student Apprenticeship, plus interview, plus occupational skills assessment.

Advanced Apprenticeship Entry Criteria: 4 GCSE grade C or above including English and Maths or equivalent eg NVQ Level 2 Admin, plus interview, plus occupational skills assessment.

How do I apply?

For an application form contact:

Ann Hilditch, School Improvement Division, The Kingston Centre, Fairway, Stafford ST16 3TW

Tel: 01785 278240

Online applications forward to:

ann.hilditch@staffordshire.gov.uk

Please complete your application form and return to the above address.

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