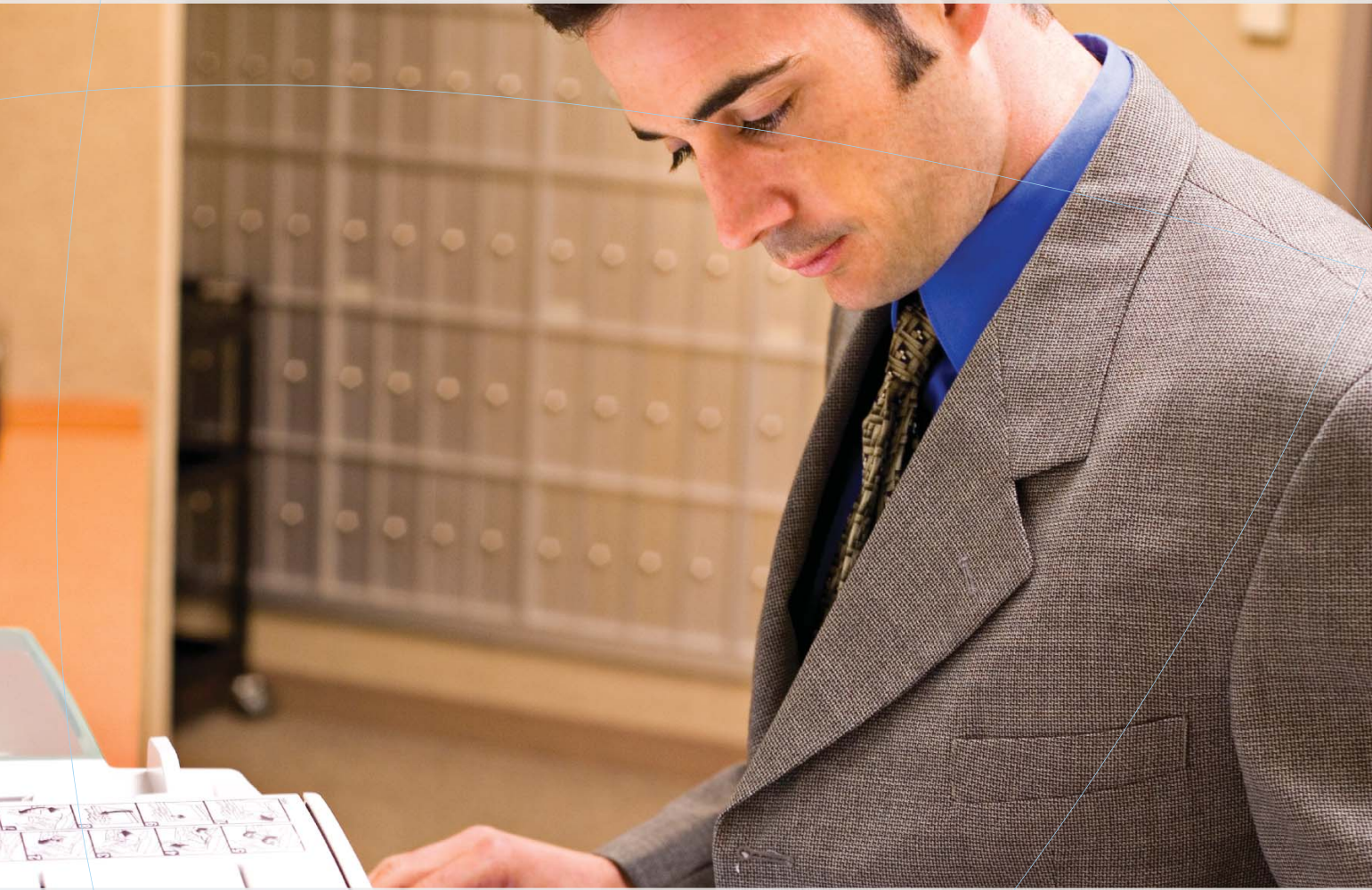




trusted to deliver™

www.babcock.co.uk/training

Business and Administration Training



Business and administration has changed dramatically over the last decade. Advances in technology and regulations mean that administrative staff must be kept up-to-date with changing office processes in order to maximise the service that they provide both internally, and to their company's clients.

Business and Administration Apprenticeships cover all aspects of day-to-day office procedures including

people skills, communication via traditional and new media, IT and organisational techniques. They are nationally designed training programmes, offering employees the opportunity to enhance their career through a combination of training and assessment.

Business and Administration Apprenticeship
Business and Administration Advanced Apprenticeship

Freephone: 0800 731 8199 Email: training@babcock.co.uk Web: www.babcock.co.uk/training



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There are two types of Apprenticeship/NVQ available:

Apprenticeship/Level 2

- 6-12 months duration (approx)
- Provides new skills and a thorough grounding for both new and existing employees
- Academic equivalent to Intermediate GNVQ or 4-5 GCSEs

Component parts

- Industry and Organisation Awareness
- Technical Certificate at Level 2
- Level 2 Certificate
- Key Skills Level 1 - Application of Number, ICT
- Key Skills Level 2 - Communication
- Employment Rights and Responsibilities

Advanced Apprenticeship/Level 3

- 12-18 months duration (approx)
- Successful completion will contribute towards university entrance requirements
- Academic equivalent to Advanced GNVQ or 2 A Levels

Component parts

- Technical Certificates at Level 3
- Level 3 Diploma
- Key Skills Level 2 - Application of Number, Communication and ICT
- Employment Rights and Responsibilities



Benefits of Apprenticeships/NVQs

- Provides new and develops existing skills
- Training delivered in the workplace
- Designated Vocational Learning Advisors who visit by appointment only
- Enhances future career prospects
- Provides a sense of achievement
- Gains a nationally recognised and valued qualification

Funding Criteria

- Work an average of 30 hours per week
- Not in full time education
- Must be a European citizen

Funding is available for the majority of cases. To find out more please contact us on the freephone number below.

To find out more contact Babcock on:

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