



# Business & Administration

<p><b>Do you.....</b></p>	<ul style="list-style-type: none"> <li>▪ Enjoy learning new skills?</li> <li>▪ Enjoy working as part of a team?</li> <li>▪ Enjoy learning from others?</li> <li>▪ Have the ability to be organised, efficient and effective in a business environment?</li> </ul> <p>If the answer is YES, then a career in Business &amp; Administration could be for you!</p>
<p><b>Apprenticeship Programme</b></p>	<p>Our Apprenticeship programme follows a national framework developed with employers. This ensures you obtain the skills and knowledge that are recognised by them and allows you to develop transferable skills within your chosen occupational area.</p> <p>Training and assessment will be carried out in the workplace and will include attendance at Leek College on day release.</p> <p>The Business &amp; Administration Apprenticeship includes:</p> <ul style="list-style-type: none"> <li>▪ Application of Number and Communication</li> <li>▪ Underpinning knowledge of theory within a set of mandatory units and a vast array of optional units to suit your needs. These combine to cover your responsibilities at work and work within your business environment</li> <li>▪ Practical application in your vocational environment</li> </ul>
<p><b>Career Prospects</b></p>	<p>This Apprenticeship is a perfect avenue for enhancing your experience within the business world. The programme opens doors to areas such as finance, marketing, public relations, teaching and many more, giving you a broad spectrum of opportunities.</p>
<p><b>Salary</b></p>	<p>Negotiable with the employer and is based on Government guidelines</p>
<p><b>Duration</b></p>	<p>Up to 3 years</p>
<p><b>Qualification</b></p>	<p>Key Skills, Technical Certificate and NVQ Levels 2 &amp; 3</p>
<p><b>More Information</b></p>	<p>For a free professional training needs analysis please contact us on 08456 250 250 or email <a href="mailto:info@skillsbase.co.uk">info@skillsbase.co.uk</a></p>