

## **APPRENTICESHIPS IN BUSINESS ADMINISTRATION WITH TRAINING ENTERPRISE AT FARNBOROUGH COLLEGE OF TECHNOLOGY**

This Apprenticeship at level 2 will take approximately 12 months to achieve. You will be employed in an administration related job, for example within an office environment where you will gain valuable experience and skills. A college placement advisor and assessor will visit you in your workplace on a regular basis to discuss your progress and observe and assess your administration skills against the NVQ criteria. You will be expected to attend occasional workshops at Farnborough College designed to assist in the achievement of your EDEXCEL BTEC and Key Skills awards. Your employer will be responsible for paying your wages and you will have the same rights and responsibilities as any other young person in employment. There may also be the opportunity to progress onto an Advanced Apprenticeship at level 3 upon successful completion of the level 2 Apprenticeship.

**ENTRY REQUIREMENTS: GCSE Grades A-C in Maths and English**

**Must like working as part of a team and be able to demonstrate the potential for developing good written and verbal communication skills.**

### **TRAINING PROGRAMME DETAILS**

#### **Expected Qualifications**

**NVQ :** Level 2 in Business & Administration

**Technical Certificate :** Level 2 BTEC Diploma in Business Administration

**Key Skills:** Communications Level 2  
Application of Number Level 1

**Employment Rights  
& Responsibilities :** ERR Workbook

#### **NVQ 2 in Business & Administration**

| <b>UNIT NO.</b>           | <b>UNIT TITLE</b> To achieve this qualification you must prove competence in two Mandatory units and 3 optional units |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------|
| <b>Mandatory UNIT 201</b> | <b>Carry out your responsibilities at work</b>                                                                        |
| <b>Mandatory UNIT 202</b> | <b>Work within your business environment</b>                                                                          |

| <b>Optional units</b> | Examples of optional units available – the complete list will be discussed with you when you start your Apprenticeship |
|-----------------------|------------------------------------------------------------------------------------------------------------------------|
| <b>110</b>            | <b>Ensure your own actions reduce risks to health &amp; safety</b>                                                     |
| <b>208</b>            | <b>Operate credit control procedures</b>                                                                               |
| <b>211</b>            | <b>Organise and support meetings</b>                                                                                   |
| <b>216</b>            | <b>Database software (IT users)</b>                                                                                    |
| <b>222</b>            | <b>Prepare text from shorthand</b>                                                                                     |
| <b>206</b>            | <b>Deal with Visitors</b>                                                                                              |
| <b>204</b>            | <b>Manage diary systems</b>                                                                                            |
| <b>219</b>            | <b>Use a telephone system</b>                                                                                          |

**CONTACT TRAINING ENTERPRISE ON 01252 407133**