

Business Administration Apprenticeship

Qualification	Pearson BTEC Level 2 Diploma in Business Administration or Pearson BTEC Level 3 Diploma in Business Administration
Based at	Dartford or Gravesend
Length of apprenticeship	Level 2 = 12 months Level 3 = 18 months
Hours	Attendance at College one day a month
Entry requirements	GCSE English and maths grade 4 (C) preferred but not essential
Description	Subjects covered are: principles of providing administrative services, principles of business document production and information management; understand employer organisations; employment rights and responsibilities
Assessment methods	Workplace visits once a month. A portfolio of evidence is compiled using Onefile eportfolios and optional units are chosen to suit the job role Assessment methods include: workplace observations, workplace evidence, personal statements, professional discussions, witness testimonies and knowledge questions
Maths & English content	Functional Skills English, maths and ICT. Exemptions are available for relevant GCSE grades 4 (C) or above
Progression options	New and existing staff who require training to progress into careers in both large and small firms in industry, practice and the public sector Career progression can be made from junior administrator, secretary, receptionist to administrator, personal assistant, office supervisor Training progression from Level 2 Business Administration apprenticeship to Level 3 Business Administration apprenticeship (subject to job role)
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