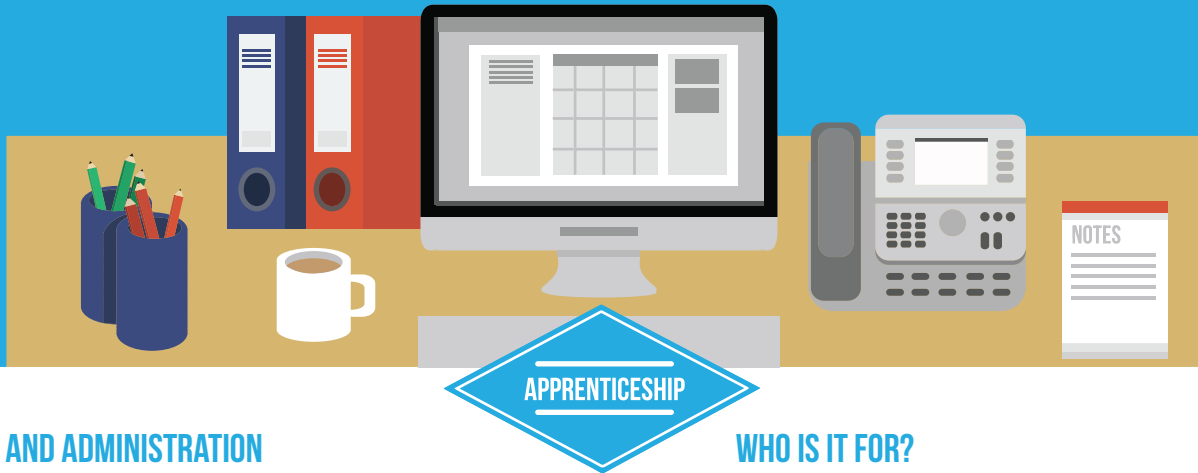


## BUSINESS AND ADMINISTRATION MODERN APPRENTICESHIP



### BUSINESS AND ADMINISTRATION MODERN APPRENTICESHIP

Administration skills are crucial to the effectiveness and efficiency of organisations across all sectors. The Modern Apprenticeship in Business Administration is for individuals working in a wide range of administration roles in offices.

### WHY ACHIEVE THIS MODERN APPRENTICESHIP?

From the employer's point of view, good administrators can make a significant contribution to day to day productivity.

From the apprentice's point of view you are learning transferable skills which will be useful to you through your working life. You are earning while you are learning and if you successfully complete the Modern Apprenticeship, you will not only gain a well recognised qualification, you will have shown that you have the ability, the work skills, and the determination to succeed.

### WHO IS IT FOR?

**LEVEL 2**

The Level 2 Modern Apprenticeship is for people early in their career without much or any previous working experience in office environments.

**LEVEL 3**

The Level 3 Modern Apprenticeship is more suitable for individuals who already have some work experience in office administration.

### THE BENEFITS

- Funding support for skills Development Scotland.
- Improved productivity and efficiency.
- Improved motivation and commitment.
- Improved customer service, communication and IT skills.
- Gain a Formal Qualification and skills which are useful through working life.

### BELOW IS A SAMPLE OF SOME KEY SKILLS INCLUDED IN THE BUSINESS AND ADMINISTRATION MODERN APPRENTICESHIP

#### WORK RESPONSIBILITIES

Solve business problems.  
Support other people to work in a business environment.

#### DOCUMENT PRODUCTION

Design and produce documents in a business environment.

#### EVENTS AND MEETINGS

Support the organisation of meetings and events.

#### CUSTOMER SERVICE

Provide reception services.

#### COMMUNICATIONS

Use a diary system.

#### MANAGE INFORMATION AND DATA

Store and retrieve data.

### INTERESTED?

**FOR FURTHER INFORMATION AND ASSISTANCE WITH COSTS CALL US AT 01786 478 478**

