

Business Administrators are invaluable to business as they are the foundation for ensuring the maintenance and flow of business systems and communications which enable an organisation to be responsive, informed and successful. Apprentice Administrators will get involved in the day to day functions of an office working as part of a team or individually depending on your employer.

Skills, interests and qualities

- an organised approach and excellent time management skills.
- good communication skills.
- the ability to work well as part of a team.
- computer literacy and good keyboard skills.
- a good level of English spelling and grammar.
- good numeracy skills.
- accuracy and attention to detail



What training will I receive?

You will learn a wide range of office procedures including how to produce a variety of business documents, work effectively as part of a team and communicate with both internal and external customers.



You will be taught the skills which will allow you to ensure that tasks are completed within deadlines set and that objectives are met. You will learn key transferable skills such as:

- team working skills.
- communication skills.
- organisational skills.
- time management skills.
- how to deal with visitors.
- operating office equipment.
- computer skills.
- use of telephone.
- use of internet and email.

When do I attend?

Training can be organised to suit the needs of employers, but would usually consist of attending on a day release basis twice a month. It can also be done on the job, as long as you are away from carrying out your usual duties to receive the training input needed.

What qualifications will I get?

Dependent on your own abilities and the opportunities available with your employer, you will follow one of three routes:

1. An NVQ only route (applicable to adults in the work place) undertaking a **Level 2 in Diploma in Business Administration**
2. An **Intermediate Apprenticeship in Business Administration**
3. An **Advanced Apprenticeship in Business Administration**

Plus improving Functional Skills in English and maths (where appropriate for the apprenticeship route)

Progression Opportunities

You can progress from the level 2 to a level 3 Advanced Apprenticeship in Business Administration or diversify into a different occupational area such as Customer Service, IT User or Team Leading etc. to build further on skills learned.

How do I apply?

There are several ways to apply:

- contact the recruitment team on 0115 9677771 or write to WEBS Training Ltd The Poplars Wollaton Road Beeston NG9 2PD
- submit an enquiry via the website at www.webstraining.com
- e.mail us at info@webstraining.com

