



A Partnership for Rutland Adult Learning & Skills Service



Peterborough
Regional College

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Business Administration Apprenticeship



If you enjoy keeping things in order and like being part of a team, an Apprenticeship in Business Administration could suit you perfectly.

As an Administrative Assistant, you would be making sure that day-to-day office tasks run smoothly. So it's important that you are organised, accurate and pay close attention to detail. As a Business Administration Apprentice you will receive support and guidance from both a College Tutor and Assessor to help you build your course portfolio. The Business Administration Apprenticeship takes a minimum of 12 months and 1 day to complete.

What levels are available to study?

Intermediate – Level 2 Admin

Advanced – Level 3 Admin

Gain nationally recognised qualifications including

Level 2 and 3 Diploma in Business and Administration

Functional Skills in English

Functional Skills in Maths

Functional Skills in ICT

Employment Rights and Responsibilities

Personal Learning and Thinking Skills

Possible Job Roles

- Administrative Assistant
- Receptionist/ Secretary
- Clerk
- Office junior
- Office Assistant
- Executive Assistant