

## WHAT IS AN APPRENTICESHIP?

The Apprenticeship programme provides you with an opportunity to earn while you learn. As an Apprentice you will spend time both in College and in the workplace learning new skills and training alongside experienced staff, which will lead to nationally recognised qualifications. At the end of the Apprenticeship you will have acquired job specific skills and the ability to perform your job competently; you will also achieve qualifications which are recognised by your chosen profession.

## VENUE AND DURATION OF COURSE:

The Apprenticeship programme will take place both at John Ruskin College and in the workplace. The programme will run for a typical duration of 18 months.

## ENTRY REQUIREMENTS:

You must be in paid work for a minimum of 30 hours per week. It is essential you have the right mind-set for working full time and studying at the same time. Having a can-do attitude, being flexible and reliable are also important. You must also be able to communicate effectively with others.

Where a business administrator has not already achieved Level 2 English and Maths, they must do so before taking the end-point assessment.

## WHAT QUALIFICATIONS WILL I GET?

Level 3 Advanced Apprenticeship in Business and Administration.

## COURSE DESCRIPTION:

This apprenticeship programme will enable the apprentice to equip themselves with a highly transferable set of knowledge, skills and behaviours that can be applied in all sectors. The role may involve working independently or as part of a team and will involve developing, implementing, maintaining and improving administrative services. Business administrators develop key skills and behaviours to support their own progression towards management responsibilities.

## UNITS/TOPICS COVERED:

- Record and Document Production
- Planning and Organisation
- Project Management
- Stakeholders
- Relevant Regulation
- Business Fundamentals

## TYPE OF ASSESSMENT:

Knowledge Test – 20%

Portfolio-based Interview – 40%

Project/improvement Presentation – 40%

**EQUIPMENT NEEDED:**

No specific equipment needed.

**WHERE CAN IT LEAD?**

The administration role may be a gateway to further career opportunities, such as management or senior support roles.

**COURSE FEE:**

All fees where applicable are paid for by the employers and no fees will be charged to Apprentices. Companies with a payroll of more than £3 million pounds will have a levy account which can be used to pay for apprenticeship training. Where the training costs exceed the amount of levy available the government will contribute 90% of the outstanding amount and the employer will be invoiced the remaining 10%.

*Other companies:*

| Apprentice Age (start of programme) | Less than 50 staff members on PAYE | 50 or more staff on PAYE        |
|-------------------------------------|------------------------------------|---------------------------------|
| 16-18 years                         | Free – No fees due                 | 10% Contribution of overall fee |
| 19+                                 | 10% contribution of overall fee    | 10% Contribution of overall fee |

*Incentive payments:* All companies who recruit an Apprentice aged 16-18 years will be eligible for a grant of £500 once the Apprentice has been in training for 13 weeks and a further £500 at 52 weeks.

**WHAT TO DO NEXT:**

If you have an employer, please call 020 8651 1131 and ask to speak to a member of the Apprenticeship team for further advice and to arrange an interview, or email [JRCApplenticeships@johnruskin.ac.uk](mailto:JRCApplenticeships@johnruskin.ac.uk). Candidates who are unable to secure employment should consider applying for a Full-time programme at the College or may consider a Traineeship programme.

**Disclaimer:**

Every effort has been made to ensure that the details contained in this leaflet are up-to-date and accurate at the time of printing. However, the College reserves the right to alter or cancel courses, their content, entry requirements, fees or other details should circumstances dictate.

Should you require this leaflet in a different format please contact us on 020 8651 1131.

