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Business and Administration Training

Business and administration has changed dramatically over the last decade. Advances in technology and regulations mean that administrative staff must be kept up-to-date with changing office processes in order to maximise the service that they provide both internally, and to their company's clients.

Business and Administration Apprenticeships cover all aspects of day-to-day office procedures including people skills, communication via traditional and new media, IT and organisational techniques. They are nationally designed training programmes, offering employees the opportunity to enhance their career through a combination of training and assessment.

Business and Administration Apprenticeships

- Business and Administration Apprenticeship
- Business and Administration Advanced Apprenticeship

For more information contact:

Freephone: 0800 731 8199

Email: training@babcockinternational.com

Web: www.babcockinternational.com/training



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There are two levels of Apprenticeship available:

Level 2

- Provides new skills and a thorough grounding for both new and existing employees
- Academic equivalent to Intermediate GNVQ or 4-5 GCSEs

Component parts

- Level 2 Diploma
- Maths, English and ICT qualifications
- Employment Rights and Responsibilities

Level 3

- Helps to develop first line management skills and/or advanced technical skills
- Academic equivalent to Advanced GNVQ or 2 A Levels

Component parts

- Level 3 Diploma
- Maths, English and ICT qualifications
- Employment Rights and Responsibilities

Benefits of Apprenticeships

- Provide new and develops existing skills
- Gain a nationally recognised and valued qualification
- Earn while you learn
- Apprenticeships are fully funded by the Government*
- Training delivered in the workplace
- Enhances future career prospects

Funding Criteria

Funding criteria can vary in the different areas of the UK and can be subject to change.

To clarify the eligibility criteria in your area contact us using the details below.

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Email: training@babcockinternational.com

 [/babcocktraining](https://www.facebook.com/babcocktraining)

Web: www.babcockinternational.com/training
or Text: SKILLS to 81222 (Standard text messaging rates may apply based on your plan with your mobile phone carrier)

 [/babcocktraining](https://twitter.com/babcocktraining)



* In the majority of cases