

BUSINESS ADMINISTRATION LEVEL 2 APPRENTICESHIP FRAMEWORK

12 month Apprenticeship
Programme

£1000 Employer Incentive
for 16-18 Apprentice

Up to £2000 in
government funding

OVERVIEW

For staff who help organisations to run effectively by providing administrative support and looking to develop practical knowledge and skills to help meet the business needs.

KEY RESPONSIBILITIES

Include making and receiving telephone calls, arranging travel, meetings and events and handling mail.

“The entire process has been extremely easy, quick and having found one great candidate we are now going to be looking for another.”

- Recruitment International



WHY US?

Over **50** years experience

We successfully train **3000** apprentices per year

Our success rate is **higher** than the national average

We have a **specialist** in house commercial training company

Proud recipients of the Matrix Quality Standard

We **listen** and meet your business needs

ENTRY REQUIREMENTS

Apprentices will be required to have achieved a Level 1 in Maths and English (or equivalent) or to have completed a Traineeship programme.

ASSESSMENT

This is an Apprenticeship Framework that will be continuously assessed throughout the duration of the programme.

PROGRESSION

There are many routes of progression from this apprenticeship including, Business Administration level 3, Team Leading and Management.

Employer with Less Than 50 Employees

Free Recruitment Service

£1000 Employer Incentive for recruiting a 16-18 year old Apprentice

£2000 Government Funded

Employer with more than 50 Employees

Free Recruitment Service

£1800 Government Funded

£1000 Employer Incentive for recruiting a 16-18 year old Apprentice

Employer with more than a £3m payroll

Free Recruitment Service

Training funded from your Digital Levy Account

£1000 Employer incentive for recruiting a 16-18 year old Apprentice

£1000 Service Charge

£200 Co-investment Fee

£1000 Service Charge

£1000 Service Charge

TALENT MATCH

Key Talent Match was developed to help businesses acquire the right emerging talent to ensure they have the skilled workforce they need to remain competitive in the future. We will support you in recruiting and developing new staff through Apprenticeship and Traineeship programmes.

WWP & CONSULTANCY SERVICES

WWP, our commercial training division, have been in business for over 35 years. They offer a comprehensive range of services, including Open Courses, Training Needs Analysis, Psychometric Evaluation and Reporting, Strategic Business Planning, Managed Training Services, Consultancy Services, Team Events and Conference Planning and Training Room Hire.

Contact Us

Give us a call for more information about our services

info@keytraining.co.uk

Visit us on the web at www.keytraining.co.uk