

Business Administration



Qualification and Level

Intermediate Apprenticeship or Advanced Apprenticeship in Business & Administration.

Why Business Administration?

Administrative roles exist across all industry sectors. Every business, large or small needs administrators who can provide quality support in a variety of different departments. For example you might work in a medical practice, hospital or an educational environment in a secretarial, personnel, accounts, purchasing or IT role.

By completing an Apprenticeship in Business Administration you will enhance your administrative skills, improve your efficiency and performance and become a valuable team member. This will demonstrate to an employer that you have gained the right knowledge and experience to help in their business and encourage them to invest in you and your career.

Why York College?

York College offers a vibrant young adult environment with over 13,000 full and part-time learners, a friendly atmosphere, and support from specialist staff. We offer a wide range of academic and vocational qualifications at all levels, and work both with individuals and alongside local educational providers and businesses.

Our award-winning £60 million campus offers modern state-of-the-art teaching, learning and social facilities including: realistic training environments; Learning Centre; hair and beauty spa; day nursery; cafés and food court; restaurant; sports development centre; theatre.

What will I study?

The Business & Administration Intermediate Apprenticeship framework consists of:

- NVQ Level 2 Certificate in Business & Administration
- Technical Certificate: Principles of Business & Administration
- Functional Skills Level 1 in Application of Number
- Functional Skills Level 1 in Communication
- Functional Skills Level 1 in ICT

The Business & Administration Advanced Apprenticeship framework consists of:

- NVQ Level 3 Diploma in Business & Administration
- Technical Certificate: Principles of Business & Administration
- Functional Skills Level 2 in Application of Number
- Functional Skills Level 2 in Communication
- Functional Skills Level 2 in ICT

You must do all the qualifications in the framework, although you may be partly or fully exempt from some of them depending on your previous qualifications. You will receive a certificate for each qualification as you achieve it, and after you have achieved them all you will receive an Apprenticeship or Advanced Apprenticeship certificate.

Are there any entry criteria?

To start the course you must be employed in a relevant environment for a minimum of 30 hours per week. In addition for an Intermediate Apprenticeship you will have a minimum of 3 GCSE's at Grade D or above to include English and Maths and for the Advanced Apprenticeship you will have a minimum of 3 GCSE's at Grade C or above to include English and Maths.

How will I be assessed?

Apprentices attend College one half day per week, and work for their employer the rest of the time.

For the NVQ you will build up a portfolio, which is a collection of examples or evidence of your work that demonstrates your skills and ability, such as a work diary, photos, statements from your employer and colleagues and examples of completed tasks.

The Technical Certificate is assessed through exams (either on-line or written).

The Functional Skills are assessed through on-line tests.

What can I do next?

Once you have gained the essential office skills through an Intermediate Apprenticeship, you may find yourself becoming involved in improving administrative systems and services – completing a Level 3 Advanced Apprenticeship will help you further develop your initiative and creative skills.

The Advanced Apprenticeship gives an excellent grounding to progress to the Foundation Degree in Business Management or other Higher Education qualifications.

Good administrative skills are extremely valuable to employers and can lead to many other career opportunities including promotion, management training, or even starting your own business.

What alternatives are there?

- Accounting
- Customer Service
- Retail Financial Services

How do I apply?

Fill in the Work Based Learning Application Form and send it to the Admissions Team at York College at the address below. We'll write to invite you to an interview and guidance session. Our programmes are popular and fill up quickly, so we advise you to apply as early as you can, even if you don't yet have a job.

Who can give me further information and advice?

Admissions Team

Your first point of contact about the application process.
York College, Sim Balk Lane, York YO23 2BB
01904 770449, admissions.team@yorkcollege.ac.uk

Employer Engagement Support Officers

Advice about Apprenticeships for students and employers
York College, Sim Balk Lane, York YO23 2BB
01904 770445, apprenticeships@yorkcollege.ac.uk

Future Prospects

Advice about careers, Apprenticeships and other courses in the York area.
24 Swinegate, York YO1 8AZ
01904 634748, admin@futureprospects.org.uk, www.futureprospects.org.uk

Student Services

Confidential information, advice and signposting on a wide range of matters including accommodation, travel, childcare, welfare, benefits and financial assistance.
York College, Sim Balk Lane, York YO23 2BB
01904 770397, studentservices@yorkcollege.ac.uk

National Apprenticeship Service Helpline and website

Information about Apprenticeships from the National Apprenticeship Service for students, employers and parents.
08000 150 600, www.apprenticeships.org.uk

York College is committed to creating an environment where there is mutual respect and equality of opportunity.