



Apprenticeships in

# Business & Administration

Intermediate // Advanced



As an apprentice you will expand and develop knowledge and skills required to progress in a business support role. At Intermediate level, apprentices will undertake a range of administrative tasks in different work contexts. At Advanced level, apprentices will undertake a range of complex tasks and will have a degree of independence and responsibility over their own work. They may also provide some supervisory support in the workplace.

## What qualifications, experience or skills do I need?

Whilst no previous knowledge or experience is required at Intermediate level, at Advanced level, individuals should have existing knowledge and experience of working in a business support role. You should have good ICT and organisational skills and be able to meet deadlines and communicate well with others.

## What is the expected duration?

**Intermediate** - 12 months minimum

**Advanced** – 18 months

## How will I be assessed?

You will be assessed in the workplace through observations, witness testimonies and personal statements, overseen by an Assessor. This information will be incorporated into an e-portfolio giving evidence of competency in your job role. In addition to this you will complete a variety of on-line and paper exams to demonstrate that you have the necessary knowledge and skills.

## Progression from this Apprenticeship and future prospects

After completing the Advanced Apprenticeship, you can develop your administrative knowledge and skills further by: progressing to study the Higher Apprenticeship in Business and Administration or undertake a Foundation Degree in Business Management.

**Make the right choice.  
Secure your future. Check us out.**

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