

WHERE DO YOU GO FROM HERE?

The main entry to employment in the area is through a programme of training at our Training Centre.

The Awarding Bodies for the qualifications are:
CfA (Council for Administration)
City and Guilds

ARE YOU HARD WORKING, WANT A QUALIFICATION
AND A CAREER IN BUSINESS?
THEN PLEASE CONTACT US BY:

VISITING OUR WEBSITE AT:
www.doncastergta.co.uk

OR

TELEPHONE FOR AN APPLICATION FORM
AND/OR INFORMAL CHAT TO:

DONCASTER, ROTHERHAM & DISTRICT
MOTOR TRADES GROUP TRAINING ASSOCIATION
(G.T.A.) LIMITED
Rands Lane Industrial Estate,
Armthorpe, Doncaster, DN3 3DY
TEL: 01302 832831 FAX: 01302 831916
EMAIL: admin@doncastergta.co.uk



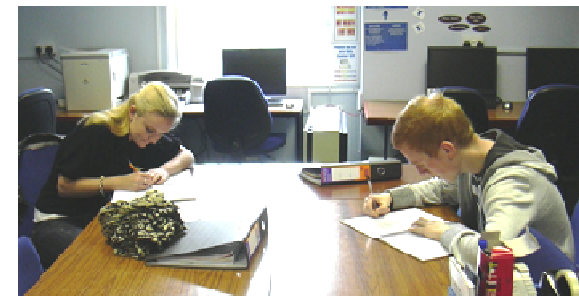
DONCASTER G.T.A POSITIVELY PROMOTES ALL ASPECTS OF
EQUALITY DIVERSITY AND INCLUSION.

V4 - CR - 11/11
Review: November 2012



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APPRENTICESHIP IN BUSINESS & ADMINISTRATION



INTRODUCTION

Doncaster Group Training Association (GTA), is a training provider based in Armthorpe and specialise in delivering the Apprenticeship Framework to young people aged from 16 to 24.

The Business Studies Department delivers Business and Administration Apprenticeships to young people who wish to pursue a career within this area. The award is undertaken over a period of one year and the learner is based in a work placement for four days each week and attends the centre one day per week for formal training.

There is no cost to the learner or company for the training delivered as it is a government funded scheme, however, the company is expected to pay the learner a training allowance/salary. This is paid direct to the learner from the company.

BUSINESS AND ADMINISTRATION

Administration is an essential part of all organisations. The prime purpose of a good administrator is to ensure that the business of the organisation runs smoothly, and they do this through designing and implementing good systems and procedures, so that they can provide administrative services that support the work of their colleagues.

There are a number of skills every administrator needs, whether he or she has just left school and is starting their first job, or is at the very top of the career ladder. The Apprenticeship Framework covers all aspects of modern office procedures as well as providing the knowledge and understanding of how business organisations operate.

CAREER PROGRESSION

On completion of the Intermediate Apprenticeship, learners are encouraged to undertake the Advanced Apprenticeship to enhance skills further and progress to a higher level both academically and professionally.

- **Intermediate** apprentices may work in roles such as administrators, office juniors, receptionists/medical receptionists, junior legal secretaries or junior medical secretaries.
- **Advanced** apprentices may work in roles such as administration executives/officers, administration team leaders, personal assistants and secretaries, including legal or medical secretaries.
- **Higher** apprentices may work in roles such as office manager, administration team leader, personal assistant or business development executive.

QUALIFICATIONS

The award is certificated by the Council for Administration (CfA) and is a 49 credit framework for the Intermediate Apprenticeship or 72 credit framework for the Advanced Apprenticeship. Both are made up of three compulsory sections:

NVQ Certificate or Diploma in Business & Administration (City & Guilds)

The NVQ is a portfolio of work-based evidence designed to prove competence of the job role being undertaken and also develop knowledge and understanding of how to communicate in any business environment.

To achieve the NVQ Certificate or Diploma in Business and Administration the learner must complete units which total the set minimum number of credits overall, made up of mandatory and optional units. The optional units are chosen to accompany the tasks carried out at work placement.

Certificate in Principles of Business & Administration (City & Guilds)

This qualification is an expansion of practical and theoretical skills obtained within the workplace, homing in on actual practices performed and is the underpinning knowledge for the NVQ. It allows the learner to develop essential knowledge of how to carry out everyday and more complex administrative tasks such as managing information and supporting events as well as giving them the opportunity to gain an understanding of project management, innovation and change in the business environment.

Supported by classroom taught lessons, computer based training and revision, to achieve the Certificate in Principles of Business and Administration, learners must complete units which total the set minimum number of credits overall, made up of mandatory and optional units which are assessed by an online assessment for the mandatory units and a written assignment for each optional unit chosen.

Functional Skills in English, Mathematics and ICT

This qualification recognises and develops the essential literacy, numeracy and ICT skills necessary to 'function' in work, learning and life. To achieve each qualification a set online assessment is taken for each subject and marked by the awarding body.

Text Processing - ICT Skills

This is not a compulsory element of the framework, however, is an important skill to have for a career in administration. This subject covers Text Production, Word Processing, Mailmerge, Business Presentations, Document Presentation, etc and can be tailored to the learners and workplace requirements.

ENROLMENT

Start dates for the Apprenticeship are available throughout the year, please contact the GTA Centre for more information - we look forward to meeting you.