

Business Administration Apprenticeship Level 3



Duration

12 to 15 months depending on experience



Level

Level 3



Entry Requirements

Potential learners must work in an administration role where they take control of certain processes and procedures or be in a position to do so. Applicants are also required to have a level 2 (GCSE A to C or 9 to 4) in English and Maths or be working towards this level.

This apprenticeship programme mapped across the current administrative skills needed aims to up skill staff or new recruits to carry out key tasks and develop behaviours that support the delivery of an effective administrative service.

For more information,
please email: apprenticeships@communitymatters.co.uk
and we will be delighted to answer any questions you may have.

