

This Apprenticeship is ideal for those working in administration roles.

Learners will need to achieve the following four NVQ mandatory units:

- Manage own performance in a business environment
- Improve own performance in a business environment
- Work in a business environment
- Communicate in a business environment

And complete the following four NVQ optional units:

- Solve Business Problems
- Work with other people in a business environment
- Store and retrieve information
- Use office equipment

Learners will also complete the following:

- Functional Skills in English
- Functional Skills in Maths
- Certificate in Business Administration