

Administration Assistant Level 2 Intermediate Apprenticeship

Qualification aims/objectives/suitability

This course is open to those under the age of 25 years old only.

The responsibilities of the role will include supporting colleagues with work tasks and interact with internal or external customers. Carrying out administrative tasks and accessing, using and storing information.

The administration role may be a gateway to further career opportunities, such as more senior support roles.

Functional Skills

Apprentices without English or Maths at Level 1 must achieve this prior to starting the end point assessment.

Course Content includes:

- IT
- Record and document production
- Supporting colleagues to complete work tasks
- Interpersonal skills
- Communication with internal and external stakeholders
- Using and storing information
- Planning and organisation

Qualification

Level 2 – Administration Assistant
Standard Certificate

Duration

Typically, 12 – 15 months including
End Point Assessment.

Venue

The course will be delivered and supported in the workplace and by the training provider.

If functional skills are required, this may be delivered in the workplace or with the training provider.

Contact us for further information:

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