

Administration Assistant Intermediate Apprenticeship Standard



Course Level: Level 2

Campus: Stafford

Subject Type: Accounting, Business, Travel
& Legal

Course Overview:

The broad purpose of the occupation is to carry out routine administration tasks that support support operations.

As assistant administrator's work can include tasks such as routine data entry and providing support to team members to help ensure that daily activities are carried out within agreed timescales and quality expectations.

What's Covered:

The assistant administrator is responsible for assisting colleagues with your duties. They use digital systems and tools to collate, extract and enter data.

Within their organisation they may be asked to work with or act as a point of contact for other departments and colleagues within the organisation such as IT departments, finance and human resources.

- Office Administration - carrying out routine administrative tasks and supporting day-to-day operations.
- Digital skills - using workplace software, systems and digital tools.
- Communication - communicating professionally with colleagues, customers and other stakeholders.
- Organisation and time management - prioritising work, managing deadlines and maintaining accurate records.
- Information and data - handling, storing and protecting information appropriately.
- Customer service - providing professional and helpful support.
- Teamwork - working effectively with colleagues and contributing to the wider organisation.
- Problem-solving - responding to routine issues and finding appropriate solutions.
- Professional behaviours - developing reliability, attention to detail, confidentiality and positive attitude.

Entry Requirements:

Candidates need a minimum of four GCSEs, including maths & English (minimum grade 4/C). If you do not hold a suitable maths or English qualification, you will complete initial assessments to identify if you can achieve Functional Skills at Level 2.

Assessment Information:

The End Point Assessment consists of:

1. Apprentices will build a portfolio of evidence for their assessment and will select a suitable assessments, which can include an Interview, Presentation, Question and Answer and a Project.
2. To start the End Point Assessment, Apprentices must hold a Level 2 English and maths qualification.

Fees and Financial Support:

While you are on an apprenticeship your employer pays you a salary and supports you whilst you undertake your training

Progression:

Business Administrator Advanced Apprenticeship.

if you successfully achieve all parts of the apprenticeship, your assessor will discuss your next steps to take. Dependent on your roles and responsibilities, this may be the next level of the subject you have been studying already or a different pathway.

What else do I need to know?

On an apprenticeship programme you usually will work for a minimum of 30 hours a week for the employer and then have one day a week at college or designated time in the workplace. Some job roles will require a DBS before starting, you will be advised at interview stage if this is required. Whilst you are on an apprenticeship your employer pays you a salary, this includes all off the job training as well.

How do I find out more?

T: 01782 254287 (Newcastle office)

T: 01782 275660 (Stafford office)

E: apprenticeships@nscg.ac.uk