

CAMBRIAN TRAINING COMPANY

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# Business & Administration Apprenticeship Information Pack



## Delivering Skills to Survive & Thrive in the 21st Century



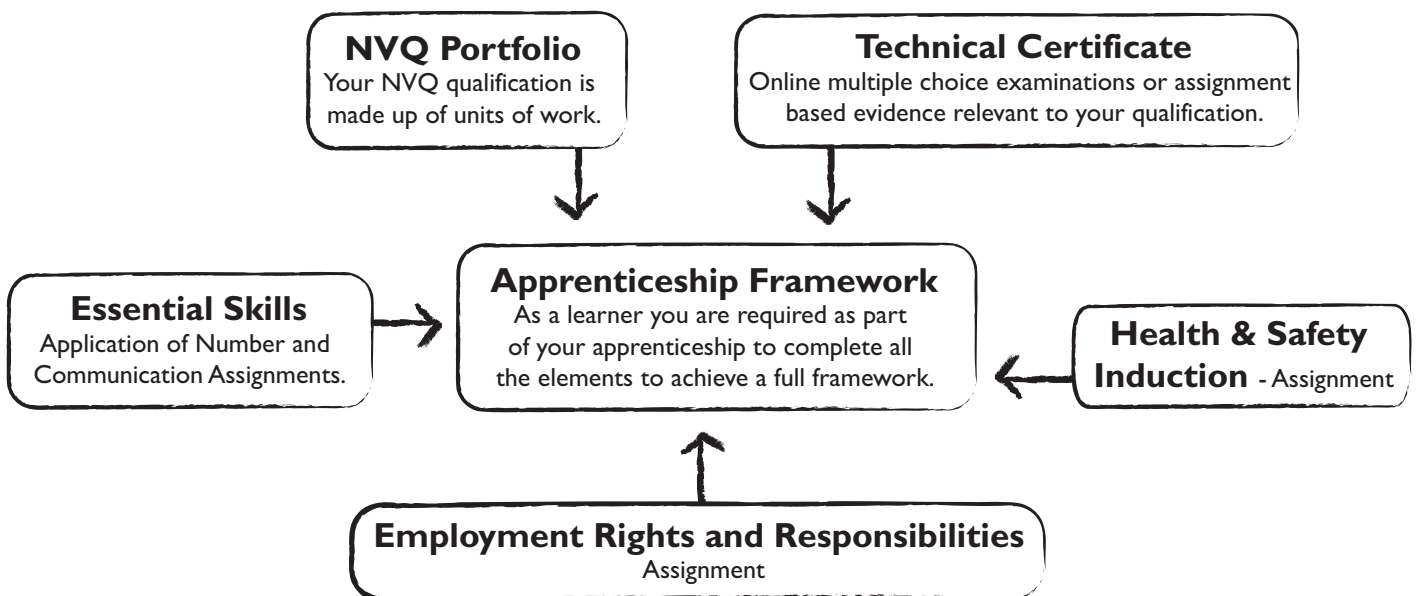
## What is an Apprenticeship?

An Apprenticeship is a programme of learning and qualifications, completed in the workplace that gives employees the skills, knowledge, confidence and competence they need to progress in their chosen career or industry.

Your apprenticeship programme follows an approved 'National Framework' to allow employed learners to achieve their National Vocational Qualifications (NVQ) at levels 2, 3, 4 and 5 with appropriate essential skills and technical certificates according to the identified level. As part of the framework you will also be required to complete two assignments – Employment Rights and Responsibilities and Health & Safety. Your Training Officer will support you at every stage of your learning journey. You will also have access to online blended learning materials, resources and an e-portfolio system that will enhance and support your learning experience. These online systems can be accessed from any device with an internet connection at any time of the day.

Frameworks are now available across most occupational sectors. Apprenticeships are demanding and will need commitment from everyone involved.

## Apprenticeship Framework Requirements:



## Who are they for?

Apprenticeships are available to all ages, whether you are being employed as an apprentice in a new job or as part of training at your existing workplace. As an apprentice you will be expected to be working a minimum of 16 hours in a 7 day week in order to complete your apprenticeship programme.

Funding for the delivery of the Apprenticeship framework is available from the Welsh assembly Government. Please contact us to find what level of funding you are eligible for at - [info@cambriantraining.com](mailto:info@cambriantraining.com)

## Where do they take place? And how will I be assessed?

Most of the training is 'on the job' at your work place. To achieve your NVQ you will need to build a portfolio of evidence via an e-portfolio system which shows that you are competent at what you do. Your Training Officer will visit you on a regular basis and carry out assessments while you carry out your routine tasks at work together with a variety of work products which will be generated as part of your day to day activities. All work produced will be signposted so that employers data will be fully protected. There will also be a knowledge element to all NVQs which can be generated through assessment, written questions or can be recorded digitally.

## **What are NVQ's**

NVQ's are nationally recognised qualifications accredited by the Qualifications and Curriculum Authority in the same way as GCSE and A levels. NVQ are vocational qualifications. Whereas GCSE and A levels are taught in a classroom environment and then assessed by an external examination, NVQ are assessed totally in the workplace, there is no need to attend school or college.

## **What NVQ's are available?**

We currently offer NVQ at level 2

### **Level 2 NVQ**

The NVQ in Business Administration are cross-sector qualifications taken by administrators across a wide variety of areas, including organisations within the private, public and charity sectors. At Level 2 candidates may be employed as administrative/clerical assistants.

## **Level 2 NVQ Certificate in Business and Administration (QCF)**

### **What is the purpose of these qualifications?**

This qualification is designed for learners employed in administrative roles, for example administrative assistants or team administrators, who need to develop or consolidate their skills.

### **Who are these qualifications for?**

The Edexcel Level 2 NVQ Certificate in Business and Administration (QCF) are for all learners aged 16 and above who are capable of reaching the required standards.

### **What are the benefits of this qualification to the learner and employer?**

This qualification is a work-based qualification, which allows learners to develop knowledge, understanding and skills essential for working in a business and administration environment, such as communication skills, working with others and managing and improving own performance.

### **What are the potential job roles for those working towards these qualifications?**

- Administrative assistant/ administrator
- Civil Service administrative assistant/officer
- Payroll clerk
- School administrative assistant
- Secretary

### **What progression opportunities are available to learners who achieve these qualifications?**

These qualifications will allow learners to progress within employment to administrative positions such as team administrators, and roles in specific areas such as arranging meetings and customer service.

Learners can also progress to Levels 3 & 4 in Business and Administration.

**We hope you decide to undertake an apprenticeship programme with us  
and wish you every success on your learning journey.**

## **The Next Step**

If you would like any more information or are interested in enrolling on any of our courses  
please don't hesitate to contact us:

### **By Post:**

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