

Apprenticeships...



at Tameside College

Business Administration

Areas covered

- Office duties applicable to the individual office environment and level of qualification
- Dealing with external and internal phone calls
- Operate general office equipment including a photocopier, printer, scanner and shredder
- Use IT to exchange information using e-mail and the Internet
- Organise and support meetings, including minute taking and maintaining a diary

Course Content

The main qualification is in the **NVQ in Business Administration, Certificate Level 2 or Diploma Level 3**, gained in the workplace. A Personal tutor will be assigned to the apprentice and will visit the workplace on pre-arranged appointments to support the apprentice in compiling their portfolio.

The apprentice will 'build' a portfolio of evidence from work based tasks demonstrating their competence – this will include some written statements. The portfolio can also include tutor observations, witness statements, discussion with the apprentice around tasks completed.

Alongside this is the **Technical Certificate** covering work place knowledge at the same level as the NVQ. This is assessed by an on-line multi choice test and assignment.

Apprentices will work towards achieving Key Skills/Functional Skills in Communication and Application of Number.

Course duration and format

Normally 1 year per level of qualification, dependant on prior knowledge and experience.

If you require further information please ring the Apprenticeship Department on 0161 908 6608

Apply online at www.tameside.ac.uk

