

Session 2009/10

Administration -Apprenticeships

The apprenticeship provides a broad, high-level programme of training and education for anyone who wishes to build a career on sound skills in administration.

Introduction

The apprenticeship makes provision for Apprentices to undergo a period of initial assessment and induction (this includes employment rights and responsibilities)

The National Vocational qualification has a flexible structure. The core defines the skills central to all administrative work. Optional units can be chosen to reflect the specialist requirements of the Apprentice's job role. The awarding body is OCR.

Apprenticeship Content

- A Nationally recognised qualification at N.V.Q level 2
- Key skills Communication Level 2 and Application of number Level 1
- Candidates who have achieved a good A-C grade GCSE in English and Maths need not be asked to complete these.
- A Technical Award in Administration

Programme Benefits

A firm commitment to the Apprentice from the Employer, Stafford College and Staffordshire Learning and Skills Council.

- An individual training plan, comprising on and off the job training.
- Quality skills recognised nationally
- Knowledge and experience of the working environment
- An opportunity to progress to higher education or higher level NVQ
- Employment and wage – minimum £80.00 per week

Delivery

- Flexible start dates – any Monday
- Day release – one half or one full day per week at Stafford College (depending on prior achievement)
- 12 visits by a named assessor to the work place for planning, review and assessment of NVQ

Entry Requirements

- 16 to 18 and up to 24 in some circumstances.
- Good GCSE results typically including Maths and English at C grade are desirable but not necessary.
- A work placement for assessment

Venue

Stafford College Technology Unit and in the Work Place

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