

Session 2009/2010

Administration - Advanced Apprenticeships

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

The 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.

Framework Content

- A Nationally recognised qualification at NVQ level 3
- Key skills Communication Level 3 and Application of number Level 2
- Candidates who have achieved a good A-C grade GCSE in English and Maths need not be asked to complete these.
- One unit of the Admin. Technical Certificate at level 3
- IT certification at relevant level
- Enhancement options

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 or training allowance

Delivery

- Day release – ½ or a full days training at Stafford College (depending on prior achievements)
- 12 visits by a named assessor to the work place for planning, review and assessment of NVQ

Entry Requirements

- 16 to 24 years on entry (over 19 year olds have a small fee to pay)
- Good GCSE results typically including Maths and English at C grade or above
- A work placement for assessment

Venue

Stafford College Work Based Learning Unit and in the Work Place

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