

BUSINESS ADMINISTRATION

Higher Apprenticeship Business Administration

This Apprenticeship will provide your business and employee with skills and knowledge needed to enable your business to thrive. It is delivered in a flexible way, with both technical input and skills development usually with a day in college covering a wide variety of areas that include;

- NVQ Diploma in Business Administration (level 4)
- HNC in Business (Level 4)
- Functional Skills English (level 2)
- Functional Skills Maths (level 2)
- Functional Skills ICT (level 2)
- Personal Learning & Thinking Skills
- Employment Rights & Responsibilities

In addition to this a workplace Assessor will be allocated to your Apprentice and will visit your workplace regularly to assess workplace activities and assess your apprentice's occupational competence through gathering of evidence.

A Higher Apprenticeship typically takes up to 2 years to complete and usually follows the successful completion of an Advanced Apprenticeship.

Barking & Dagenham College also provide a wealth of Apprenticeship support to your business through regular reviews and contact provided by our dedicated Apprenticeship team.