

START YOUR CAREER THROUGH A **BUSINESS ADMINISTRATOR** APPRENTICESHIP!

A guide for young people.

DID YOU KNOW...

Business Administration is a vital part of any organisation. An apprenticeship is a great way to get your foot in the door while keeping your options open. As an employee who knows how the company works, you will become a valuable asset to the team. It is a fantastic stepping stone, especially for a younger candidate wanting to get into the world of work.

AN APPRENTICESHIP IS A JOB WITH A SALARY

You'll also study the equivalent of one day per week to build skills in your chosen profession. The combination of practical work and classroom teaching means you can put into practice the things you learn. You'll gain skills such as communication, teamwork, problem solving and IT. **You'll be well on your way to achieving your career goals while others are just getting started.**

MEET SOME APPRENTICES



MEET MILLIE...

Promoted to a medical assistant with Royal Devon NHS Trust.



MEET MARIAM...

Who has completed her apprenticeship with an award-winning consultancy.



MEET STEFANIA...

Who has now progressed to a degree apprenticeship with Grant Thornton.



DURATION:
APPROX. 18 MONTHS



SALARIES:
APPROX. £13K - £20K



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WHERE COULD YOU WORK? ...ANYWHERE!

Business administrators can work in any sector and they are highly in demand. Many organisations, like the NHS, require more. Whether it's a manufacturing company like Bentley, or a telecoms company like BT, they all need business administrators.



The skills that employers, and wider society, need are constantly changing, so we're continually looking to upskill people. Improving skills means inspiring new talent.

Andy Wales, Chief Digital Impact and Sustainability Officer, BT Group

BT Group



**TROUP
BYWATERS
+ ANDERS**



AND MANY MORE...

CAREER STARTER APPRENTICESHIPS BUSINESS ADMINISTRATOR LEVEL 3

Business administration means handling day-to-day tasks to ensure a business runs smoothly.

TYPICAL TASKS COULD INCLUDE:

- ▶ Providing office support so that staff can work smoothly with customers and each other
- ▶ Maintaining organised files and records of business activity
- ▶ Analysing data and market trends
- ▶ Conducting research and contributing to company reports
- ▶ Giving feedback on office efficiency and suggesting possible improvements

THIS IS A GREAT WAY INTO ALL KINDS OF CAREERS:

- Finance
- Human Resources (HR)
- Marketing
- Procurement (buying goods / services)
- Project management
- Communications



FURTHER INFORMATION

Our [apprenticeships.gov.uk](https://www.apprenticeships.gov.uk) website has more information about apprenticeships and how to apply.



REGISTER ON FIND AN APPRENTICESHIP

[Click here](https://www.findanapprenticeship.gov.uk) to go to Find an Apprenticeship, the website to search for apprenticeships in your local area.

