



75% of employers say apprenticeships have helped cut recruitment costs



92% of employers believe that apprenticeships lead to a more motivated and satisfied workforce.



Advanced Apprenticeship in Business Administration

What's it all about?

The aim of this apprenticeship programme is to provide employers in the public, private and not-for-profit sectors with a workforce who have the skills, knowledge and competencies to support business administration systems, processes and services and who can contribute to making organisations more efficient and productive.

What does it include?

The apprenticeship programme is broken into three core areas: the key skills required to support the apprentices' progression to management; knowledge of the organisation and wider business environment; role-model behaviours and how to make a positive contribution to workforce culture. Areas covered include customer service, office management, designing, and implementing new processes, planning, and organising, professionalism, and managing performance.

Who is it for?

The apprenticeship programme is well suited to support roles such as administrators, assistants, office juniors and receptionists. Tasks undertaken by apprentices will vary depending on the level and sector in which they are employed but may typically include producing business documents, contributing to the organisation of events, developing and delivering presentations, providing reception services, providing administrative support to senior management, updating social media, and managing projects.

How is training delivered?

The apprenticeship will be achieved through a blended learning approach, incorporating workplace learning, workshops, and online learning. One to one support, study days, tuition and advice is available from our team of experienced and qualified Tutors, Assessors and Advisors ensuring that the needs of employers and employees are met.

How will my apprentice be assessed?

Your apprentice will be assessed by an external organisation (EPAO) in the following three ways, and will receive a grade up to a distinction level.

Knowledge Test

The apprentice undertakes a multi-choice test to last a maximum of 60 minutes.

Portfolio-based Interview

The interview is for 30-45 minutes and scored out of 100. The interview is designed to assess the apprentices understanding and learning shown in the portfolio of work they produced during their apprenticeship.

Project Presentation

The apprentice delivers a presentation to the EPAO on a project they have completed or a process they have improved. The presentation lasts 10-15 minutes with a further 10-15 minutes for a Q&A session. The presentation is scored out of 100.

How much does it cost?

The cost of the programme is £5,000. If your organisation is subject to the Apprenticeship Levy you will pay for the training directly through your digital vouchers. The government will fund 90% of the training costs for employers who do not pay the Apprenticeship Levy, as well as provide other financial incentives subject to eligibility.



To find out more, please contact DiVA on 0203 189 1784

www.divaapprenticeships.com