

Business and Administration

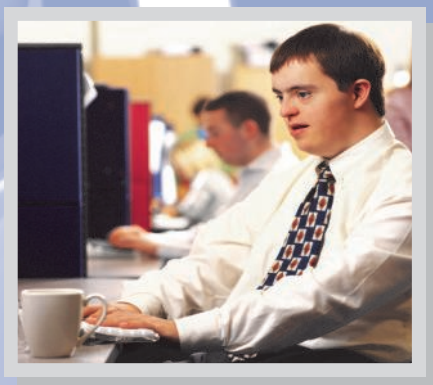
BUSINESS AND ADMINISTRATION QUALIFICATIONS

Business and Administration Qualification Credit Frameworks are recognised qualifications for clerical and administrative support staff. These flexible qualifications can be tailored to suit the needs of individual learners and employers - regardless of sector.

A QCF in Business and Administration can help you succeed in a variety of careers in any size or type of organisation.

These include:

- ◆ Secretarial
- ◆ Reception
- ◆ Administrative
- ◆ Personal Assistant
- ◆ Supervisory/ team leading
- ◆ Managerial.



There are two levels :

- Level 2 Business and Administration is for operational level personnel
- Level 3 Business and Administration is for senior staff, supervisors and team leaders

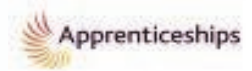
A Business and Administration apprentice will have varying duties dependant on the organisation that you are working in. Your role is very important to the support of the business. You could be typing up company information, sorting the post, faxing and photocopying which are all valuable tasks that contribute to a smoothly run workplace.

The skills that you learn will be adaptable to a huge range of industries. With a Business and Administration foundation and valuable experience gained in your workplace you could move into management positions.



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BUSINESS AND ADMINISTRATION APPRENTICESHIPS



Apprenticeships are an excellent way of gaining qualifications and workplace experience. As an employee you can earn as you learn whilst you gain practical skills from the workplace. The Business and Administration Service qualification will enhance your skills, improve your confidence enabling you to progress within your chosen career.

INTERMEDIATE LEVEL APPRENTICESHIP

At Level 2, the Business and Administration apprentice will learn valuable skills to play a vital supporting role within a business or organisation. Your tasks will be such that the workplace will run smoothly by dealing with day-to-day issues.

ADVANCED LEVEL APPRENTICESHIPS

At Level 3, the Business and Administration apprentice will probably have some more supervisory responsibilities such as organising and supporting meetings, supervising an office, liaising with management.

Learning Methods Available from JACE:

- ◆ Fulltime & Part time
- ◆ Day Release and On-Site Workshops
- ◆ Distance Learning
- ◆ Online study via our JLP
- ◆ In person at our training centres



E-Learning with the JACE Learning Platform

E-Learning is designed to support teaching and learning in an educational setting. Our brand new JACE Learning Platform (JLP) is available to our students to access over the Internet. It offers you the opportunity to learn and submit work online and will support and develop the training you receive during workshops and in your own workplace.

Funding Routes to Help Costs:

- ◆ Full funding is provided & training is free for applicants aged 16-18 years
- ◆ Funding routes are available to those aged 19 years and above

Are you ready for a new challenge?
Why not telephone us today on 0845 241 7738
or apply online at: www.jace-training.co.uk



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