

Business and Professional Services

Available from **Levels 2 to 5***

Accountancy

An Accountancy Apprenticeship provides you with the training and qualifications you need to work as an Accounting Technician or Accounts Assistant, as a Credit Control Clerk, an Accounts Clerk, or a Finance Assistant.

Typical services that you would learn about include: tax returns, payroll, bookkeeping, managing financial accounting, auditing and much more.

Business Administration

The Business Administration Apprenticeship is about playing an important support role within a business or organisation. Administrators handle the day-to-day tasks in an office and make sure things run smoothly.

The term 'administration' covers roles that involve organising people including Executive Secretaries, Administration Assistants, Data Entry Clerks, and Office Juniors. Without them, information is hard to find, meetings would be missed and businesses would be less productive.

IT

This Apprenticeship provides the Apprentice with the competence, skills and knowledge to work effectively and efficiently with IT systems, communication and productivity tools, and software applications.

This includes the creation and amendment of formatted information including documents, diagrams, spreadsheets and presentations. It also includes maintaining simple websites, using the internet to find and exchange information and using social media to disseminate information.

Team Leader/Management

This Apprenticeship teaches you the skills to be an effective leader and can be applied to hundreds of job roles across many different sectors, from small businesses to large corporations.

Effective leadership and management is vital to the success of all businesses. Proven competence in leading teams of people, planning work schedules and making the best use of resources is an essential quality of a good manager.

HR Support

This Apprenticeship enables Apprentices to develop their skills in managing day-to-day HR queries and advice, plus in HR processes such as recruitment, employee relations, and performance and reward management.

Apprentices will gain a thorough grounding in the basics of HR and an understanding of HR principles throughout this Apprenticeship.



*Levels vary depending on the Apprenticeship framework/standard