



## INTRODUCTION

This sector covers the many different occupations that keep businesses running efficiently and profitably, and keep staff and customers happy.

## EXAMPLES OF JOBS:

### Level 2 (Apprenticeship)

- Junior Secretary
- Administration Assistant
- Clerical Assistant

### Level 3 (Advanced Apprenticeship)

- PA/Secretary
- Office Administrator
- Administration Clerk

## QUALIFICATIONS:

- NVQ at appropriate level
- Technical Certificate at appropriate level
- Key / Functional skills at varying number and levels

## Business Administration

### About this course

Rocket Training Limited offers a flexible approach to the delivery of the Business Admin Technical Certificate and key/functional skills with either the traditional one day off the job taught delivery or delivery in the workplace through our VLE / self study packs. Assessment of the competent based aspect (NVQ) is delivered wholly in the workplace with fortnightly on-site visits and use of the e-portfolio process.

### Training Programme

Rocket Training Limited has embraced the use of new technology wherever possible, Interactive whiteboards are used when appropriate in classroom delivery, E-Portfolio is available, the use of digital images and voice recording is used to reduce the amount of paper evidence produced and to ensure evidence is captured as it naturally occurs. Learners are encouraged to share their thoughts and learning experiences via our regular learner forums and feedback sessions.

***Apprenticeships at Level 2 take between 9-12 months depending on skills, ability and time in job role.***

***Advanced Apprenticeships at Level 3 take between 9-12 months depending on skills, ability and time in job role.***