

BUSINESS ADMINISTRATOR APPRENTICESHIPS



DEVELOP YOUR TEAM, GROW YOUR BUSINESS



BENEFITS FOR EMPLOYERS



FILL KEY ROLES

Recruit new talent or upskill existing staff.



COST-EFFECTIVE

Use your Apprenticeship Levy or receive government funding.



INCREASE PRODUCTIVITY

Gain dedicated, skilled team members focused on support.



BOOST RETENTION

Offer clear career paths and development opportunities.



BUILD FUTURE LEADERS

Develop transferable skills from entry-level up.

PROGRAMME HIGHLIGHTS & SKILLS

• **DURATION:** Typically 12-18 months.

• **LEVEL:** 3 (Advanced).

• **FLEXIBLE LEARNING:** Mix of on-the-job training and workshops.

KEY MODULES:

- Office & Project Administration
- Communication & IT Skills
- Business Fundamentals & Structures
- Document Management & Processes
- Customer & Stakeholder Relations
- Understanding Business Finance



ELIGIBILITY & NEXT STEPS

Suitable for new recruits (16+) and existing employees.



READY TO START?

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