

Business Administration



Each summer, The County Council recruits a number of people (Minimum age 16 years) to embark upon careers within Local Government. You will join the organisation under the Apprenticeship Programme and follow a course of study whilst working with one of the Council's Departments.

You will be assessed and placed upon the most appropriate apprenticeship programme according to your past experience, current skills and qualifications. Further details of the programmes can be found overleaf.

It is the County Council's aim for you to secure permanent employment within the organisation and we will give you the skills to go after this goal.

What can the County Council offer?

- Job Opportunities and Career Progression
- Minimum weekly wage currently at £176.49
- Free training in well-equipped training facilities
- Flexible working hours
- Onsite sports and social facilities
- Free parking at work

This qualification is for:

Learners who are interested in working within an office environment.

What you can expect from your workplace:

- Induction to the Department
- A nominated supervisor
- Work experience in a modern office environment
- On-the-job training
- Performance development scheme

What you can expect from your training programme:

- Induction to the programme
- Regular progress review meetings
- A nominated assessor
- Short specialist courses
- Ongoing support and guidance

For an application form and further details of our recruitment procedure go to our website or contact us on the details below:-

www.leics.gov.uk

you will find the Apprenticeship details by following this path:
[Home > Jobs > Job Profiles > Apprenticeships](#)

Leicestershire County Council, Corporate Resources Department, Workforce Development, Room 146, County Hall, Glenfield, Leicester, LE3 8RA

☎ 0116 305 6213 or 0116 305 7030.

Committed to equality of opportunity in employment and services.



<p align="center">Apprenticeship Framework Business Administration NVQ Level 2</p>	<p align="center">Advanced Apprenticeship Framework Business Administration NVQ Level 3</p>
<p>Course Content</p> <p>Complete 2 Mandatory Units:</p> <ul style="list-style-type: none"> • Carry out your responsibilities at work • Work within your business environment <p>Complete 3 Optional Units from Below:</p> <ul style="list-style-type: none"> • Ensure your own actions reduce risks to Health and Safety • Manage customer relations • Manage diary systems • Organise business travel and accommodation • Deal with visitors • Process customer financial transactions • Operate credit control procedures • Store, retrieve and archive information • Research and report information • Organise and support meetings • Use IT systems Level 2 • Use IT to exchange information Level 2 • Word processing software Level 2 • Spreadsheet software Level 2 • Database software Level 2 • Presentation software Level 2 • Specialist or bespoke software Level 2 • Use a telephone system • Operate office equipment • Prepare text from notes • Prepare text from shorthand • Prepare text from recorded audio instruction • Produce documents • Work effectively with other people 	<p>Course Content</p> <p>Complete 2 Mandatory Units:</p> <ul style="list-style-type: none"> • Carry out your responsibilities at work • Work within your business environment <p>Complete 1 Option Unit from Group A</p> <ul style="list-style-type: none"> • Ensure your own actions reduce risks to Health and Safety • Manage diary systems • Organise business travel and accommodation • Use IT systems Level 2 • Use IT to exchange information Level 2 • Database software Level 2 • Presentation software Level 2 • Specialist or bespoke software Level 2 • Prepare text from notes <p>Complete 3 Optional Units from Group B</p> <ul style="list-style-type: none"> • Supervise an office facility • Procure products and services • Manage and evaluate customer relations • Managing the payroll function • Completing year-end procedures • Monitor information systems • Plan and run projects • Research, analyse and report information • Plan, organise and support meetings • Make a presentation • Organise and co-ordinate events • Word processing software Level 3 • Spreadsheet software Level 3 • Website software level 2 • Artwork and imaging software Level 2 • Design and produce documents • Plan and implement innovation and change • Develop productive working relationships with colleagues • Provide leadership for your team • Prepare text from shorthand • Prepare text from recorded audio instruction
<p>Keyskills Communication Level 2 Application of Number Level 1</p>	<p>Keyskills Communication Level 2 Application of Number Level 2</p>
<p>Technical Certificates LCCIEB – Administration (Business Organisations and People) Level 2</p>	<p>Technical Certificates LCCIEB – Administration (Business Organisations and People) Level 3</p>