

Business Administration



Business Administration Apprenticeships can be the first step into a huge range of industries and this qualification will give you the skills you need to succeed in the world of work and future career. You will often be required to work as part of a team and interact with all other departments on a regular basis.

Apprentices will be assessed in the workplace by our industry served assessing teams, learners completing these qualifications need to be understanding, organised and have excellent communication skills.

Qualifications we offer

Course	Entry requirements	Typical duration	Study mode & assessment	Location
City & Guilds Level 2 Diploma in Business Administration	Employed in a relevant industry	15 months	Work based assessment	Workplace
City & Guilds Level 3 Diploma in Business Administration	Employed in a relevant industry	15 months	Work based assessment	Workplace
City & Guilds Level 4 Diploma in Business Administration	Employed in a relevant industry	15 months	Work based assessment	Workplace

Did you know

Qualified administrative assistants can expect to be paid between £17,000 and £23,000 per annum depending on experience

[Careerswales.gov.wales, 2022]

Top tip

Keep an eye on our Coleg Cambria Job Shop for Administration Apprenticeships, they can start any time of year!

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Apprenticeships
Guide



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