

WHY PROFESSIONAL APPRENTICESHIPS?

WE GO ABOVE AND BEYOND TO SUPPORT OUR APPRENTICES AND THEIR EMPLOYERS. DON'T JUST TAKE OUR WORD FOR IT, THIS INFORMATION BELOW IS TAKEN FROM OUR MOST RECENT OFSTED REPORT.

FINDING YOUR PERFECT APPRENTICESHIP

"Staff carefully ensure that the employer can provide sufficient opportunities for apprentices to develop their knowledge, skills, and behaviours at work. These high levels of communication result in an effective and productive relationship that supports each apprentice to make rapid progress in learning new knowledge".

OUR TUTORS ARE INDUSTRY EXPERTS

"Apprentices are very ambitious and highly motivated. They are supported well by highly qualified and enthusiastic tutors".

INDUSTRY RECOGNISED QUALIFICATIONS

"Staff have developed a curriculum that develops apprentices' skills beyond those required for their qualifications. Apprentices swiftly develop the knowledge, skills and behaviours they need to complete their apprenticeship".

WINNER

BRISTOL & BATH
APPRENTICESHIP PROVIDER
OF THE YEAR

Professional
Apprenticeships Ltd

BristolLive BathLive
APPRENTICESHIP
AWARDS 2021

WHAT'S EXPECTED OF YOU?

APPRENTICE

- MAKE SURE YOU ATTEND ALL TRAINING DAYS.
- SPEND AT LEAST 6 HOURS OF YOUR TIME EVERY WEEK LEARNING, SHADOWING OR WORKING TOWARDS YOUR QUALIFICATION.
- ENSURE THAT YOU ARE FOCUSED AND COMMITTED TO YOUR QUALIFICATION.
- ENSURE YOU ATTEND REGULAR REVIEWS WITH YOUR TUTOR AND YOUR MANAGER.
- YOU MUST TAKE RESPONSIBILITY FOR YOUR OWN LEARNING & DEVELOPMENT.

EMPLOYER

- SUPPORT YOUR APPRENTICE'S DEVELOPMENT.
- ALLOW APPRENTICES TO ATTEND REVIEWS AND TRAINING DAYS.
- ENSURE A MINIMUM OF 6 HOURS OF YOUR APPRENTICES WEEK IS SPENT LEARNING, SHADOWING & WORKING TOWARDS THEIR QUALIFICATION.
- REGULAR REVIEWS WITH YOUR APPRENTICE & PROFESSIONAL APPRENTICESHIPS.
- ALLOW YOUR APPRENTICE TO WORK ON A WIDE RANGE OF BUSINESS ADMINISTRATION TASKS.



BUSINESS ADMINISTRATOR

LEVEL 3

APPRENTICESHIP

PROFESSIONAL
APPRENTICESHIPS

BUSINESS ADMINISTRATOR LEVEL 3

COURSE LENGTH: 12-15 MONTHS

FOR THOSE WHO LOVE TURNING CHAOS INTO ORDER, ORGANISING EVERYTHING UNTIL THE WORLD RUNS SMOOTHLY AGAIN.

WHAT WILL YOUR APPRENTICESHIP LOOK LIKE?



PAID EMPLOYMENT
At your workplace.



TRAINING SESSIONS
Delivered by industry experts.



ONLINE LEARNING PLATFORM
Construction of your portfolio, showing your work.



INDUSTRY RECOGNISED QUALIFICATIONS
Checking your core knowledge.



FINAL ASSESSMENT
Online video discussion and presentation.



HERE IS A TASTE OF WHAT YOU'LL LEARN

Principles of business administration

IT skills for business

Principles of organisational management

Project management

Quality management strategies

Working in an office environment

Essential business skills

97%
WOULD
RECOMMEND US

Google
Reviews ★★★★★

4.9 STAR RATING
ON GOOGLE

**RATED
EXCELLENT**

ON GOV FIND AN
APPRENTICESHIP SERVICE

100%
FIRST TIME
PASS RATE

Ofsted
raising standards
improving lives

HIGHEST
POSSIBLE GRADE

82%
OF PASSES ARE AT
DISTINCTION LEVEL

PROFESSIONAL
APPRENTICESHIPS

Testimonials

HONEY M

I am really impressed with the support and guidance I have received from Professional Apprenticeships, especially being a 16 year old who has just finished school.

ADAM S

A fantastic forward-thinking apprenticeship company with great support and mentoring throughout, partnered with an excellent course and tuition. I thoroughly recommend Professional Apprenticeships to any aspiring apprentices out there!



READY TO APPLY?

0117 422 4000

info@professionalapprenticeships.co.uk

Professionalapprenticeships.co.uk/apply



"Staff have developed a curriculum that develops apprentices' skills beyond those required for their qualifications. Apprentices swiftly develop the knowledge, skills and behaviours they need to complete their apprenticeship. They also learn other knowledge and skills that will help them in their planned, future careers."