

Apprenticeships in Business and Administration



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*"I feel I have grown
as a person and
view the world in
a different way
than when I was at
school"*

Why choose Cumbria County Council?

Cumbria County Council is recognised as one of the top 100 Apprenticeship Employers in the UK.

- Earn while you learn;
- Gain nationally recognised qualifications;
- Excellent employer and employee feedback;
- Outstanding training providers;
- Flexible locations across Cumbria;
- Excellent training, mentoring and support available in the workplace.

What are the entry requirements for this apprenticeship?

There are no mandatory entry requirements. However we are looking for candidates who have:

- a 'Can Do' attitude;
- a keen interest in Business and Administration;
- a good standard of English; Maths and ICT;
- a willingness to learn.

What qualifications will I achieve?

The level of qualifications will depend on your previous achievements and the job role you are in, but you could achieve:

- NVQ2 Certificate or NVQ3 Diploma in Business and Administration;
- Level 2 or 3 Certificates in Principles of Business and Administration;
- Functional Skills in English; Maths and IT;
- Personal learning and thinking skills;
- Employment Rights and Responsibilities.

How will I be assessed?

You will be assessed in a variety of ways which may include:

- On the job observations;
- Evidence of your duties / tasks performed;
- Reports from mentors and managers;
- Assessments in English; Maths and IT;
- Production of a portfolio of evidence.

What will I do in this job role?

Some of your daily tasks may include:

- making and receiving telephone calls;
- helping with the organisation of meetings and events;
- dealing with travel requests;
- handling mail;
- record keeping and using electronic message systems and office equipment.

How can I progress?

We work closely with all of our apprentices to identify the next steps, which may include progression into:

- A job either within or outside the Council;
- An Advanced or Higher Apprenticeship;
- Further or Higher Education.

How do I apply?

5 Simple Steps to Apply

1. Just go to www.apprenticeships.org.uk
2. Click 'Search for vacancies', start searching and register. You can search using keywords, job role or postcode.
3. Click 'Register now'. Under 'New User?' fill in your details and create your user name and password
4. You'll get a confirmation email, click the link in the email to activate your account.
5. You're now ready to go, search for Apprenticeships that take your fancy and use the reusable application form. Set alerts so you'll get an email or text for any relevant new vacancies.

Contact the Apprentice Team:

Visit our website www.cumbria.gov.uk/jobsandcareers/Apprenticeships

Telephone the team on: **01228 221400**

Email us at: apprentice@cumbria.gov.uk