

Business & Professional Services

*Partnering with Employers. Building Capability.
Delivering Results.*



76%
Achievement
Rate
2024-2025



A Word from Our CEO

“We’re proud to develop the business professionals who keep organisations running efficiently and effectively. Our Business and Professional Services Apprenticeship programmes help individuals build confidence, expertise, and leadership potential across key roles such as administration, project management, and data analysis. In partnership with employers, we’re shaping a capable, adaptable workforce ready to meet the demands of modern business.”

Natalie Cahill, Chief Executive, Fareport Training

Why choose Fareport Training?

At Fareport Training, we’re passionate about creating opportunities that inspire growth and long-term success. Our learner-focused approach ensures every programme builds the confidence, skills, and experience needed to thrive in the modern workplace. For employers, we’re a trusted partner - helping to develop motivated, capable teams that drive business performance and future success.



- ✓ Industry-Recognised Training
- ✓ Flexible Learning
- ✓ Expert Trainers & Assessors
- ✓ Government-Funded Options





Apprenticeships

What are Apprenticeships?

An Apprenticeship is a structured training programme that combines practical, on-the-job experience with off-the-job learning to develop the knowledge, skills, and behaviours employees need to excel in their roles. Apprentices work while they learn, gaining industry-recognised qualifications that enhance their performance and contribute to business success. For employers, Apprenticeships are a powerful way to build a skilled, motivated workforce, nurture future leaders, and address skills gaps within the organisation.



How they work

Business & Professional Services Apprenticeships are a partnership between the employer, the apprentice, and Fareport Training. Learners gain hands-on experience in real professional settings, supported by dedicated off-the-job training that builds knowledge and confidence. Guided by their line manager and a Fareport trainer, apprentices receive ongoing support and regular reviews to ensure progress, practical application, and successful completion of their qualification.

Delivery models for Apprenticeships



Classroom Training



1:1 Session



Webinars



Group Discussion



Exam Prep



Online Guided Study Tasks



Online Portfolio



Self Study Workbooks





Developing confident, capable people who drive success

The benefits for employers:

- **Develop a Skilled Workforce** - Apprentices gain practical, job-ready skills across administration, data, and project delivery.
- **Boost Productivity** - Training strengthens organisational efficiency and helps teams work more effectively.
- **Address Skills Gaps** – Build a talent pipeline to meet your organisation’s operational and strategic needs.
- **Enhance Professional Standards** – Skilled employees bring consistency, quality, and confidence to your business functions.
- **Cost-Effective Training** - Government funding and incentives make Apprenticeships a smart investment in your team’s development.
- **Support Future Growth** – Advanced Apprenticeships prepare individuals for leadership and professional management roles.

Our Apprenticeship Programmes

- ✓ **Business Administrator Level 3**
- ✓ **Associate Project Manager Level 4**
- ✓ **School Business Professional Level 4**
- ✓ **Data Analyst Level 4**



Business Administrator

Level 3

15 months + EPA

Overview

This transferable skills programme is designed for individuals working in business administration roles across a variety of departments, including sales, human resources, marketing, merchandising and events. The programme is suitable for all sectors and aims to develop the knowledge, skills and behaviours needed for individuals to perform effectively in their role and progress in their career. Through the Apprenticeship, learners will develop a range of valuable skills, including communication, problem-solving, time management, teamwork and IT skills.

Training Requirements

Candidates should already be working in an administration-related role, with opportunities to contribute to improving organisational efficiency within their current position.



Course Page

What's Received

- ✓ **Business Administrator Standard Level 3**



Topics Covered

- ✓ **Decision Making**
- ✓ **Project Management**
- ✓ **Business Fundamentals**
- ✓ **Planning and Organisation**



Associate Project Manager

Level 4

15 months + EPA

Overview

The Associate Project Manager Apprenticeship is ideal for individuals who are new to Project Management or are experienced leaders who would like to improve their knowledge, skills & behaviours. An excellent opportunity to further develop Project Management skills and learn new techniques that can be implemented into their workplace. This will develop Project Managers who have great planning, organisation, leadership, management and communication skills and are able work together in an integrated team.

Training Requirements

Candidates should be working in a project management-related role and have responsibility for managing projects as part of their current job.



Course Page

What's Received

- ✓ Associate Project Manager Standard Level 4



Topics Covered

- ✓ Project governance & leadership
- ✓ Business case and benefits management
- ✓ Project risk and issue management
- ✓ Consolidated planning



School Business Professional

Level 4

15 months + EPA

Overview

School Business Professionals (SBPs) play a vital role within schools, managing areas such as finance, facilities and support services. They provide essential support to the school leadership team, helping to implement financial and business decisions that support the effective running of the school.

Training Requirements

Candidates should be working in a School Business Professional or School Business Manager role. This may be within any school phase, including primary, secondary or special schools, and across a range of structures such as single academy trusts, multi academy trusts (MATs), local authority maintained schools or federations.



Course Page

What's Received

- ✓ Level 4 School Business Professional Standard Level 4



Topics Covered

- ✓ Finance and Operational Management
- ✓ Managing Support Services
- ✓ Communication and Relationship Building
- ✓ Ethical Standards



Data Analyst

Level 4

15 months + EPA

Overview

The Level 4 Data Analyst Apprenticeship provides the knowledge and practical skills needed to collect, analyse and interpret data to support informed decision-making. Learners will gain hands-on experience in data manipulation, visualisation and analysis techniques, enabling them to provide valuable insights to key stakeholders. Data analysts are employed across a wide range of sectors, including retail, banking, media, logistics and government.

Training Requirements

Employment in a relevant role is required. Candidates must be employed in a role where they can develop and apply data analysis skills. Employers may also provide additional entry criteria. Within an organisation, data analysts may work in various departments such as finance, sales, HR, manufacturing, or marketing, supporting both public and private sector employers.



Course Page

What's Received

- ✓ **Data Analyst Apprenticeship Standard Level 4**



Topics Covered

- ✓ **Data Fundamentals**
- ✓ **Automation in Excel**
- ✓ **Data Legislation & Ethics**
- ✓ **Principles of statistics**



Our Trainers

We know that communication is key, which is why we've developed an experienced team dedicated to supporting you throughout every stage of you and your apprentices programme journey. Our Business and Professional Services trainers bring extensive industry knowledge across administration, project management, data analysis, and school business operations.

Ongoing **Continuing Professional Development (CPD)** ensures our trainers remain current with emerging business practices, technologies, and industry expectations — enabling them to deliver high-quality, relevant training that builds confident, capable professionals ready to drive organisational success.



**Lauren
Miller**



**Amy
Hutton**



**Lisa
Elsley**



**Emily
Parrott**



**Sarah
Pettet**



**Marsha-Jean
Toms**



**Richard
Wignall**





Partner with Fareport Training

Whether you're an employer looking to grow your team or an individual ready to take the next step in your career, we're here to help. Get in touch with Fareport Training to find the right apprenticeship, funding option, or support for your goals.



Let's Talk about the training and skills you need for your business. Our team is ready to help you find the best apprenticeship route for your employees, new and existing.

Contact us today  hello@fareport.co.uk



SCAN ME

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