

ONBOARDING PROCESS:

- 1  **Application Form**
5 days to complete
- 2  **Eligibility Check**
Approximately 3-5 days from submission
- 3  **Eligibility Confirmation & Initial Assessment**
5 days to complete
- 4  **Trainer Contact**
Within 1 week of eligibility confirmation
- 5  **Meet the Trainer**
To be booked in line with availability of all parties – with consideration of cohort dates if appropriate
- 6  **Final Approval**
Internal process to enrol your details onto internal systems



PLUS:

Recognised Prior Learning

Fareport takes your prior learning into account, so you won't need to repeat training you've already completed.



One-to-ones With Your Trainer

Expert advice and guidance throughout your programme from industry expert trainers.



Additional Learning Support

Additional Learning Support (ALS) is tailored to your needs so you can make the most of your Apprenticeship.



Functional Skills Training

Learners under 19 who do not have exemptions will still be required to achieve Level 2 Functional Skills. If over 19 will have the option to opt in or out of Functional Skills training.



Administration Assistant

Level 2

12 Months + EPA

Overview

The Administration Assistant Level 2 Apprenticeship provides young employees with the practical workplace skills needed to support day to day business operations. Handling information securely, communicating professionally and using digital systems, apprentices develop the knowledge and confidence to become valuable members of any team. This is designed for employers who want to recruit or develop young employees in administration roles.

Training Requirements

This programme is only available for employers enrolling an employee under 25. It is suitable for employees who support the day to day running of a business by organising information, communicating with colleagues and customers, maintaining records and providing general office support.

What's Received

- ✓ Administration Assistant Standard Level 2

Assessment Method

- ✓ Practical Assessment
- ✓ Professional discussion supported by evidence from the Apprenticeship

Topics Covered

- ✓ Professional Communication
- ✓ Managing Information and Data
- ✓ Planning and Organising Work
- ✓ Managing Office Resources

Suitable For

- ✓ Administration Assistant
- ✓ Receptionist
- ✓ Business Support Assistant

