



Business & Administration Apprenticeship

Gain a valuable qualification suited to many jobs in a wide range of industries.

Earn While You Learn

Why Become an Apprentice with Cornwall Marine Network?

- Earn a salary
- Receive training, advice and guidance from our specialist training team
- Become a valued member of the team through your work experience with a business
- Gain recognised qualifications to enhance your knowledge and kick-start your career

How does an Apprenticeship Work?

- 4 days a week are spent working for your employer
- Typically 1 day a week is spent training in a location close to you, however a training delivery method may be designed to suit you and your employers' needs

How do I Become an Apprentice?

- Contact CMN on: 01326 211382 or
- Email CMN on: apprenticeships@cornwallmarine.net

Cornwall Marine Network has over 300 marine member businesses. We will place you within an appropriate member business that is suitable to your chosen career path.

Level 2 will develop your knowledge, understanding and skills of business administration and allow you to gain experience in an office environment. This qualification will equip you for a post as an Administrative Assistant.

Level 3 will teach you how to manage your own performance in a business environment and take on a more supervisory role. This qualification will equip you for working as a Secretary, PA or Senior Administrative Assistant.

What Will This Cover?

Level 2

- Maximum of 12 months to complete qualification
- Achieve an NVQ Level 2 Certificate in Business and Administration (QFC)
- Achieve Level 2 Certificate in Understanding Principles of Business and Administration
- Achieve Key Skills - Application of Number Level 1 & Communication Level 2
- Learn about Employers' Rights & Responsibilities and develop Personal Learning and Thinking Skills

Level 3

- Maximum of 12 months to complete qualification
- Achieve NVQ Level 3 Diploma in Business and Administration (QCF)
- Achieve a Level 3 Certificate in Understanding Principles of Business and Administration
- Achieve Key Skills - Application of Number Level 2 & Communication Level 2
- Learn about Employers' Rights & Responsibilities and develop Personal Learning and Thinking Skills

Call us now to take the first step on to the career ladder...

For further information visit:

www.cornwallmarine.net



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