



Business & Administration Apprenticeship

About our Apprenticeships

The Apprenticeship scheme delivered by CMN offers a new and unique approach to enhancing your workforce, coupled with a guaranteed package of benefits that will genuinely support your business and its needs.

- No fees (typically saving you around £500 per year)
- Effective recruitment service without fees
- Up to £1000 completion bonus*
- Convert existing staff onto Apprenticeships or recruitment of new trainees
- Improve profit by increasing productivity
(Source: www.apprenticeships.org.uk)
- Dedicated support from CMN's specialist training team throughout the programme
- CMN will source the best available training for your apprentice wherever your business is located
- The delivery model can be designed to meet your organisation's requirements

How does an Apprenticeship Work?

- 4 days a week are spent working for the employer
- Typically the apprentice will spend 1 day a week training in a location close to them, however a training delivery method may be designed to suit the apprentice and the employers' needs

Next Steps...

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

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

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

What Will This Cover?

Level 2

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

Level 3

- Maximum 12 months to complete the qualification
- Achieve an 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 and Responsibilities and develop Personal Learning and Thinking Skills

* Cash grants are subject to eligibility criteria and available funding.



Co-financed by

