

Business & Administration Apprenticeships

Earn while you learn and kick start your career now



Business & Administration Apprenticeships

Delivered at your desk through Virtual Classroom Training

Benefits

- Earn a salary whilst you gain a qualification
- Get real life, hands-on experience
- No tuition fees - avoid expensive student debt
- No need to study in a classroom
- Delivered on-line through Virtual Classroom technology
- An excellent starting point to kick start a management career
- Lots of opportunities – progress your career in the industry of your choice

Keeping businesses running efficiently and profitably and keeping staff and customers happy is the responsibility of many business administration functions. This applies across all industry sectors. Business administration roles are an excellent starting point to move into management as you gain more experience.

This apprenticeship is the right choice for you if you are enthusiastic, motivated and efficient at multi-tasking. Furthermore, you should enjoy working in an office environment and have a strong sense of responsibility, accuracy and attention to detail.

The programme is delivered through a collaborative learning approach in a virtual classroom environment which allows you to participate with the training delivery on-line and in your work place.

You will also have one-to-one visits from an Apprentice Coach to further progress your learning.

Raytheon Business Administration Apprenticeships are work-based qualifications that last between 12 and 18 months dependant on level. They are made up of:

- Vocational Qualification (NVQ) .
- Functional Skills
- Certificate (BTEC)

Raytheon Virtual Classroom Training

Virtual Classroom Training (VCT) enables us to deliver the benefits of a highly interactive, fully integrated classroom training programme via the web for anytime anywhere training while overcoming the barriers of geography and travel costs.

Raytheon Professional Services (RPS)

RPS is one of the largest and most successful training companies worldwide with over 70 years of training expertise. Our apprenticeship programmes deliver innovative training and development opportunities to individuals, communities and business across the UK and offers an inclusive working and learning environment that respects and celebrates difference.

Business and Administration Apprenticeship**Mandatory BTEC Units**

- Principles of personal responsibilities & working in a business environment
- Principles of providing administration services
- Principles of managing information and producing documents
- Principles of supporting change in a business environment
- Building working relationships with customers

Mandatory NVQ Units

- Manage own performance in a business environment
- Evaluate and improve own performance in a business environment
- Work in a business environment
- Communicate in a business environment

Optional NVQ Units

- Work with other people in a business environment
- Make and receive telephone calls
- Use electronic message systems
- Meet and welcome visitors
- Store and retrieve information
- Use office equipment
- Provide reception services
- Bespoke software
- Spreadsheet software
- Word processing software

Business and Administration Advanced Apprenticeship**Mandatory BTEC Units**

- Principles of personal responsibilities and how to develop and evaluate own performance at work
- Principles of working with and supervising others in a business environment
- Principles of managing information and producing documents in a business environment
- Principles of providing and maintaining administrative services
- Principles of contributing to innovation and change

Mandatory NVQ Units

- Manage own performance in a business environment
- Evaluate and improve own performance in a business environment
- Work in a business environment
- Communicate in a business environment

Optional NVQ Units

- Solve business problems
- Work with other people in a business environment
- Supervise a team in a business environment
- Supervise an office facility
- Contribute to running a project
- Produce documents in a business environment
- Plan and organise meetings
- Deliver, monitor and evaluate customer service to internal and external customers
- Use customer service as a competitive tool
- Monitor and solve customer service problems
- Develop and deliver a presentation
- Analyse and report data
- Order products and services
- Respond to change in a business environment
- Contribute to innovation in a business environment
- Improve productivity using IT systems and software

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