



Prepare for an Apprenticeship in Business and Administration

If you are interested in working in a Business or doing administration via the apprenticeship route you may want to find out more about what you can do to strengthen your application. The following will help with this.

Where can I look for an Apprenticeship?

One of the first things to do is to register with the Government apprenticeship website. This will alert you to Business and Administration apprenticeships happening near you. Register [here](#).

Other national apprenticeship websites to register with include

[Career Finder](#)

[Notgoingtouni](#)

[Getmyfirstjob](#)

[RateMyApprenticeship](#)

[Indeed](#)

[Amazing Apprenticeships](#)

You can also register with local Colleges and Training Providers in Oxfordshire that cover Business and Administration Apprenticeships.

[Oxfordshire Apprenticeships](#)

[Abingdon and Witney College](#)

[Oxford Business College](#)

What should you check for?

What's the Level of apprenticeship?

Level 2 Intermediate, Level 3 Advanced, Level 4/5 Higher or Level 6 Degree

What are the entry requirements?

Will you need GCSE passes? How many? Or A-Levels or BTECs? Are there any grades and subjects needed?

Where is the employer's location?

How will you get there - by walking, bus, train? Will you need to move and find accommodation?

What qualifications will you gain with the apprenticeship?

For example, Business Administration Level 3

What training provider or college is linked to the apprenticeship? Where are they based and how will you get there?

Who offers Business and Administration Apprenticeships?

It is also worth approaching any business or organisation that you would like to work for and asking if they are likely to take on apprentices when you are due to leave school.

You can also try organisations such as:

[Swindon Borough Council](#)

[Oxfordshire County Council](#)

[NHS](#)

[RWE](#)

[EDF](#)

[The Army](#)

[KPMG](#)

[Amazon](#)

What will they be looking for?

Employers will look for:

- Good IT skills – being computer literate and able to use packages such as word and outlook will be very beneficial
- Good communication skills – written and verbal, for sending emails, dealing with customers and working in an effective team
- Willingness to learn and train - nothing stands stills, roles are always developing.
- Organisational skills and forward-thinking – understanding what needs to be done on a daily, weekly, monthly and annual basis and planning for it.
- Being good at spotting opportunities for developing the business or organisation. Things that will be good business development for the company or make administrative tasks less complicated.

How can I demonstrate I have the skills? How can I stand out from the crowd?

You will need an excellent CV to sell you and your skills and strengths.

For an example of a school leavers' CV see [here](#).

Look at industry websites to find out what they are discussing, for example

[British Chamber of Commerce](#)

[BBC Business news](#)

[Business Live](#)

How can I prepare for interviews?

Employers will expect you to understand the role and what you will be required to do. They will expect you to be organised so turn up for the interview in time, research the company or organisation before the interview and know the names of the people who will be interviewing you.

For general advice on interviews please see

[National Careers Service](#)

[Apprenticeships.gov](#)

[UCAS](#)

Be friendly and polite and remember to smile.

YouTube has lots of clips on the work of apprentices.

Where can a career in Business and Administration take you?

If it's a large company/organisation that you are working for there is always the chance of a move to another department or a supervisory/managerial role. The same is true for small companies and the role might cover different aspects of the business. You may see the chance for further development and want to start your own business.

Anything else I should know?

Be well prepared, start your search early, and keep a list of where you have applied to. Practice interviews. Be confident in yourself.

Have a backup plan.

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