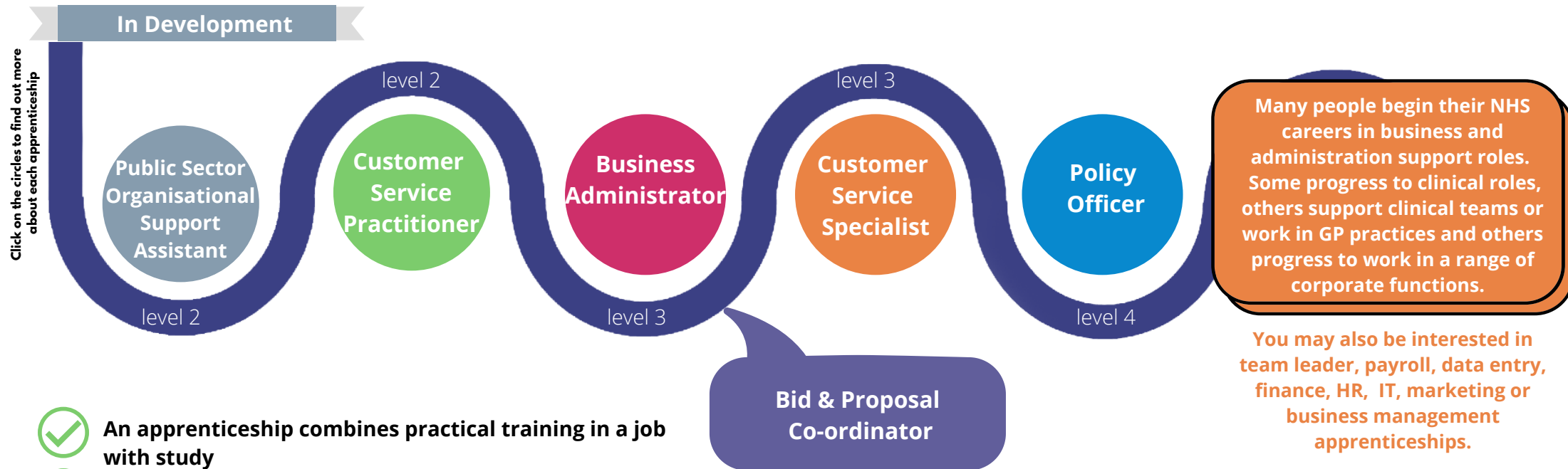


APPRENTICESHIP STANDARDS IN BUSINESS & ADMINISTRATION SUPPORT

Career progression is not linear. You can step in or out at any point depending on your experience, career goals. You must check that you meet the entry requirements for the apprenticeship you select.



- ✓ An apprenticeship combines practical training in a job with study
- ✓ Apprentices are employed and receive a salary
- ✓ Apprentices are entitled to a minimum of 20% 'off the job' training time as part of their job.
- ✓ If not already achieved apprentices will undertake maths and English qualifications
- ✓ A qualification taken during an apprenticeship is equal to the same qualification taken elsewhere
- ✓ Depending on the apprenticeship, upon successful completion, apprentices may be eligible to apply for professional registration



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