

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.

In Development

Public Sector Organisational Support Assistant

Customer Service Practitioner

Business Administrator

Customer Service Specialist

Policy Officer

Bid & Proposal Co-ordinator

Many people begin their NHS careers in business and administration support roles. Some progress to clinical roles, others support clinical teams or work in GP practices and others progress to work in a range of corporate functions.

You may also be interested in team leader, payroll, data entry, finance, HR, IT, marketing or business management apprenticeships.

- ✓ An apprenticeship combines practical training in a job with study
- ✓ Apprentices are employed and receive a salary
- ✓ Full-time apprentices are entitled to a minimum of 6 hours per week '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

*The off the job minimum requirement for a part-time apprentice remains unchanged at 20% of their normal working hours. The new 'off the job' hours policy change only applies to new starts from 1 August 2022.



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