

# Why Work in... Business and Administration

A solution for your training needs and career progression

## SECTOR OVERVIEW

Business and administration skills are required in every organisation, across every sector. These are the skills that keep companies running efficiently and profitably.

## KEY POINTS

- Learn the theory side of your business sector
- Work directly with industry professionals
- Learn the practical side of the role



**EARN WHILE YOU  
LEARN**



**GAIN A  
NATIONALLY  
RECOGNISED  
QUALIFICATION**

## APPRENTICESHIP STANDARDS



There are over 40 different apprenticeship standards ranging from Level 2 to 7 across two key sub-sections - Human Resources, and Management and Administration. Apprenticeship titles include:

- Business Administrator
- Improvement Practitioner
- HR Practitioner
- Senior People Professional - Learning and Development

## PERSONAL ATTRIBUTES



Each employer will have different requirements, depending on the level of apprenticeship on offer. General skills and attributes required include:

- English and maths GCSE at Grade 4 (C)
- Attention to detail
- Team working
- Positive attitude
- Organisation skills

## BENEFITS



1

### Security

Every company has business and administration functions, meaning your skills will be in demand

2

### Variety

One day you could be compiling reports, the next organising a conference for '000's of people

3

### Career Progression

A role in Business Administration could lead to a career in human resources, learning and development, marketing, finance, management and more.

**South Yorkshire**  
**Apprenticeship**  
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