

ADMIN ASSISTANT Apprenticeship

EMPLOYER FACTSHEET GROW YOUR OWN TALENT

Perfect for beginners looking to start a career in administration

Key Information

Level	2
Duration	9 months plus 4 months End Point Assessment (EPA).
Entry requirements	- No formal qualifications are required to start this Apprenticeship - GCSE or Functional Skills Level 2 in maths and English must be achieved before EPA.
Delivery	A minimum of 30 hours of on-the-job training at workplace per week and 1 day learning. HRUC offer remote and face to face delivery.
Course Overview	Start your journey into the world of administration with our Administration Assistant Level 2 Apprenticeship. This entry-level programme is ideal for individuals starting out in an administrative role, or those looking to build their skills and gain a recognised qualification while working across any industry. You will develop the essential knowledge, skills, and behaviours needed to thrive in a busy administrative environment, supporting colleagues and helping to ensure smooth day-to-day operations.
Workplace Support	Your designated Assessor will support your development and help track your progress throughout the programme.
Assessment	End Point Assessment (EPA) to review your skills, knowledge and behaviours.
Career Opportunities	Job roles include: Administration Assistant, Office Assistant, Clerical Assistant, Receptionist, Data Entry Clerk, Business Support Assistant, Customer Service Administrator, Junior Office Administrator, Mailroom Assistant, Records Assistant.

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We are a top provider in London with consistently high success rates



We are the largest college provider of apprenticeships in west London



We work with major companies including British Airways, Brunel University London & Menzies etc.



Government funding may be available. Eligibility and criteria apply



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HRUC

Apprenticeships & Skills

Harrow, Richmond & Uxbridge Colleges

Who is it for?

- Individuals new to administration
- Employees looking to gain a recognised qualification while working in a support role
- Those wanting to develop practical office skills for a variety of industries
- Employers looking to upskill junior administrative staff

What you'll learn

This programme provides a strong foundation in administration, combining classroom learning with practical workplace experience. Key topics include:

- Personal Development Plan, Feedback and Self Reflection
- Health and Safety
- You and Your Organisation
- Ethics, Laws and Policies
- Technology, Software Packages and Cloud Services
- Communication
- Equality, Diversity and Inclusion
- Environment, Sustainability and Digital Footprint
- Storing, Using and Retrieving Records
- Management Skills
- Importance of Quality

You will apply these skills directly in your workplace, building confidence and competence in administration.

Progression

Once you complete your Level 2 Apprenticeship, you can continue your development with:

- Senior Administrator
- Personal Assistant (PA)
- Office Manager
- Business Administrator Level 3 Apprenticeship
- Executive Assistant
- Team Leader or Supervisor
- Project Support Officer

This programme provides a clear pathway for career growth in administration and office support.

Costs

This is a government-funded initiative: apprentices are not required to pay for their training. Employers with a wage bill of under £3 million may need to make a 5% contribution towards training costs.

The cost of this Apprenticeship is set at £4,000, with an employer contribution rate of £200 + VAT.

Employers recruiting an Apprentice aged 16–21 years old, will be exempt from paying the employer contribution.

If the Apprentice is aged 16–18 years old, employers will receive a £1,000 government incentive to be used towards training and salary costs.

For more information please contact us on: **employers@hruc.ac.uk** or call us **01895 853780**

For details about our full apprenticeship offer please go to **<https://www.hruc.ac.uk/apprenticeships-and-skills>**