

Office Administration

Organise your career plan



Introduction

The Guernsey Apprenticeship offers you the opportunity to earn a salary and gain a nationally recognised technical, professional or vocational qualification in a job you love. You will need to have secured employment before applying or look at the 'Apprenticeship Vacancies' on our website.

We are delighted to be offering a new style of apprenticeship - a 'Career Launch Apprenticeship' in Office Administration'.

This is a Nordic-style apprenticeship where students will attend college on a full-time basis from September to February. They will then take on employment and attend College on a day release basis for a further 10 months to complete the qualification.

Qualifications

- OCR Level 2 Certificate in Office Administration
- Level 2 Diploma in Office Administration
- Certificate of Apprenticeship

Course duration/location

The programme will take 16 months to complete. Should students not wish to continue after February, they will have completed the Level 2 Certificate.

You will attend College at Coutanchez Campus one day a week for off-the-job training

Course breakdown

Semester One: September – February

The apprentice will be taken on effectively as if they were a full time student, following a full timetable within College. During this time students will work towards the OCR Level 2 Certificate in Office Administration (Business Professional) and a College Certificate in Text Processing whilst undertaken short periods of work experience, alongside English and Maths where appropriate. The aim during this first semester is to equip students with a solid foundation of skills for the workplace whilst matching them with a willing employer. This will include at least one work experience placement to gain an insight into a work environment.

Units:

- Working in administration
- Written business communication
- Communication with customers
- Career planning in administration
- Text processing and speed keying

Semester Two: February – December

At this point, the student would become an employee of the mutually agreed employer and continue their course on day-release for (one day per week) until the end of the this semester, where they will achieve their Level 2 Diploma in Office Administration amongst other soft skills.

Units:

- Teamwork in administration
- Financial transactions

- Organising business travel and accommodation
- Organising meetings
- Handling diary systems
- Supporting recruitment and selection procedures
- Further text and word processing, Excel and PPT skills

Who can apply

Apprenticeships are available to all.

Candidates demonstrating real passion and motivation for the subject will be assessed for suitability using a range of online tests with support and guidance offered where necessary.

If you have not achieved maths or English at D/3/Level 1, you will study these subjects to support progression and achievement of your chosen apprenticeship. Failure to complete maths and English will prevent progression between apprenticeship levels or achieving your overall apprenticeship.

Assessment method

You will be assessed throughout the duration of the apprenticeship both in the classroom and in the workplace and evidence of your practical ability will be evidenced as part of the qualification. There is an expectation that the apprentice will complete work outside of the classroom and the employer will offer support to put their knowledge into use and learn competency in the work place.

The onward journey

This apprenticeship will prepare you for administration roles and will give you the foundations to develop your career in a range of administration roles such as Junior Office Administrator, Receptionist, Office Assistant, Public Relations Officer, Marketing Administrator, Senior Office Administrator, Secretary, General Office Manager.

Additional learning support

The College's Learner Support Services are available to provide support and help to make a success of your apprenticeship journey.

The College also works in partnership with Careers Guernsey whose advisors can support you in helping to choose the right next step for you and your future plans. They can support you in preparing for apprenticeship job interviews and any applications you may make.

Please visit their website for more information at careers.gg.



For more details or how to apply, please contact
E: apprenticeships@gcfe.net

Course information correct at time of publication. Courses offered may be subject to change.

E apprenticeships@gcfe.net

W college.tgi.ac.gg



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