

All businesses rely on people to undertake administrative duties. This means people who can undertake a wide range of mostly office-based functions such as answering the telephone, managing diaries, filing and organising documentation, data processing, organising meetings and events and dealing with incoming and outgoing post. The possibilities are endless!

This apprenticeship is for anyone who is looking for (or is already working in) an office-based career, regardless of the nature of the business. The ideal candidate would be well organised, computer literate, reliable, a good communicator, a team player and good at timekeeping.

What qualifications can I study for?

Through a Hoople apprenticeship, you can study for a City and Guilds Level 2 or Level 3 in Business and Administration. You will also receive help with your functional skills (maths and English) if you don't already have good GCSEs in these areas.

What job opportunities are there for people who have these skills?

The job market for administration is one of the UK's largest. Administrators are found in all businesses and there is a wide range of options for career progression into specialist areas such as Human Resources, Finance, Sales and Marketing and Recruitment.

Although apprenticeships do not provide you with a guarantee of employment when they end, many employers do decide to retain their apprentices. Whatever happens, apprenticeships will open the door to many career opportunities.

