



LEVEL TWO

ADMINISTRATION ASSISTANT

Organise, Support, Make An Impact

You'll gain real workplace experience while developing skills in communication, organisation, digital systems and business support. You'll work alongside colleagues across the organisation, helping to keep things running smoothly and building transferable skills that can take you into a wide range of careers.



HOW LONG IS IT?

The minimum duration is 8 months.



HOW MUCH DOES IT COST?

The cost of your apprenticeship is fully covered, with funding arranged through your employer. The value of this apprenticeship is £4,000.

This apprenticeship is only available to those aged under 25.



PRINCESS ROYAL
TRAINING AWARD
2024



Apprenticeship Provider
of the Year
Winner 2026



What to expect...

During this apprenticeship, you will gain the skills, experience and confidence needed to work successfully in a professional workplace. Learn how to communicate effectively with colleagues and customers, use digital systems to manage information, and support the day-to-day running of a business.

Develop valuable skills in organisation, teamwork and problem solving, helping you to work independently, meet deadlines and contribute to your team. These transferable skills will strengthen your CV and provide a strong foundation for future career opportunities in a wide range of industries.

You'll be supported every step of the way by your own Connect2AdultCare Vocational Trainer, with regular face-to-face and online sessions. We're also specialists in English and maths – we'll assess your needs and give you tailored support if you need a boost.

The apprenticeship modules:

1	Understanding Your Workplace
2	Managing Your Work and Priorities
3	Working with Workplace Information
4	Building Positive Working Relationships
5	Working Responsibly in the Workplace
6	Staying Safe and Secure at Work
7	Building Professional Skills



Sustainability & equality, diversity & inclusion are built into everything we teach.

**Every
apprentice
also gets...**

Access to L1
Mental Health
First Aid Awareness
Course.



Find out more...
0800 9542 803
info@connect2care.net

**Connect
2 Adult Care**