

APPRENTICESHIP STANDARDS IN BUSINESS & ADMINISTRATION SUPPORT

Career progression is not linear. You can step in or out at any point depending on your experience, career goals. You must check that you meet the entry requirements for the apprenticeship you select.

In Development

Administration Assistant

Customer Service Practitioner

Business Administrator

Customer Service Specialist

Policy Officer

Many people begin their NHS careers in business and administration support roles. Some progress to clinical roles, others support clinical teams or work in GP practices and others progress to work in a range of corporate functions.

You may also be interested in team leader, payroll, data entry, finance, HR, IT, marketing or business management apprenticeships.

Bid & Proposal Co-ordinator

Click on the circles to find out more about each apprenticeship

- ✓ An apprenticeship combines practical training in a job with study
- ✓ Apprentices are employed and receive a salary
- ✓ Apprentices are entitled to protected 'off the job' training time as part of their job.
- ✓ Apprentices may need to undertake maths and English qualifications as part of their apprenticeship. Check the funding rules and with the training provider to confirm requirements.
- ✓ A qualification taken during an apprenticeship is equal to the same qualification taken elsewhere
- ✓ Depending on the apprenticeship, upon successful completion, apprentices may be eligible to apply for professional registration

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