

Apprenticeships

Visit our apprenticeships page for more information



More new apprenticeships/new qualifications

Apprenticeships

Not all apprenticeships need you to go to college

We have office based apprenticeships that do not have a day-release requirement. The apprenticeship is delivered in your workplace so we come to you!

As there is no college requirement, these apprenticeship do not have to line up with the academic year and can start at any time.

Here are our administration and customer service apprenticeships:

Business Administrator Level 3 Apprenticeship Standard

Good communication skills? You will be supporting and engaging with people within your company and interacting with external customers.

Customer Service Specialist Level 3 Apprenticeship Standard

Dealing with customer queries, purchases and even complaints. You will be a 'professional' for direct customer support.

Customer Service Practitioner Level 2 Apprenticeship Standard

Providing customer service products and services for businesses and other organisations including face-to-face, telephone, digital and written contact and communications.

*Circle back to our vacancies page regularly.
New apprenticeships throughout the year.*



You will need GCSEs:

- English grade 4 and above
 - Maths grade 4 and above
- and three others – IT is useful for these apprenticeships.

What will you learn?

You will develop a highly transferable set of skills that can be applied in all sectors. This includes small and large businesses alike; from the public sector, private sector and charitable sector.

