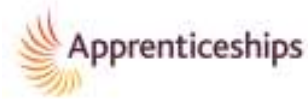


Apprenticeship vacancies



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 **Employer** Skills Funding Agency

 **Learning Provider** Delivered by Coventry And Warwickshire Chambers Of Commerce Training Limited.

Vacancy Description

This Traineeship Opportunity, is UNPAID Work Experience as part of an entry to work course/programme

The Skills Funding Agency would like to help people aged 16 up to 24 into work by offering them a Traineeship Work Experience Opportunity in Business Administration.

Your working week will consist of Monday to Thursday 09.30am to 16.30pm, (each Wednesday to be spent with the learning provider CWT)

This Traineeship Work Experience with the Skills Funding Agency will mean you will be offered work experience each week, in conjunction with "off the job training"

The role will comprise of working with and supporting teams within the Apprenticeship Division, you will be given the opportunity to support the work across 2 or 3 divisions whilst on your work placement with us.

This will include

- Data entry
- Sending emails
- Chasing outstanding actions
- Scanning, filing and shredding and postal duties as and when required.

* The Traineeship programme will also include off the job training in English and Maths, job search activity, .

Key Details

Vacancy Title	TRAINEESHIP in Business Administration
Employer	Skills Funding Agency
Employer Description	
Who we are?	
<p>The Skills Funding Agency is a partner organisation of the Department for Business, Innovation and Skills (BIS). Our job is to fund and promote adult further education (FE) and skills training in England, including Traineeships and Apprenticeships, in a way that supports economic growth.</p>	
Web Site	
	http://skillsfundingagency.bis.gov.uk/
Vacancy Location	Cheylesmore House 5 Quinton Road Coventry West Midlands CV1 2WT
Working Week	Monday to Thursday 09.30am to 16.30pm
Weekly Wage	Unpaid
Number of Vacancies	1
Vacancy Reference Number	VAC000320820
Key Dates	
Closing Date For Applications	20/09/2013
Interview Begin From	03/10/2013
Possible Start Date	07/10/2013
Training	
Training to be Provided	
<p>This UNPAID Traineeship Work Experience will mean you will be offered work experience each week, in conjunction with "off the job training"</p>	
<p>* . All this will give a valuable insight of Business Administration in our organisation.</p>	
<p>* The Traineeship programme will also include off the job training in English and Maths, job search activity.</p>	
Learning Provider	Coventry And Warwickshire Chambers Of Commerce Training Limited
Learning Provider Description	Coventry & Warwickshire Chambers of Commerce Training is one of the largest providers of Apprenticeships in the area. Our results stand for themselves - in 2012 our success rates on Apprenticeships were 93.4%, significantly higher than the national average. We offer Higher, Advanced and Intermediate Apprenticeships in a broad range of occupations. We enabling you to earn as you learn. As an Apprentice, you will earn while you learn, you will have your own Training Advisor who will work with you throughout your Apprenticeship. We will design a plan of learning which best meets your needs and leads to the achievement of qualifications. We have developed progression pathways which enable you to progress level to level and further your career.
Contact Details	Jan Ryan telephone: 024 7623 1122 email: enquiries@cwtcov.co.uk web: www.cwtcov.co.uk
Vacancy Type	Traineeship
Apprenticeship Framework	Traineeship
Expected Duration	24 WEEKS (6 MONTHS) max
Skills Required	
An interest in gaining experience of working in an office environment by carrying out various Business Administration duties	
Qualifications Required	
There are no formal entry requirements. However you must be prepared to participate in work experience as part of the programme.	
Personal Qualities	
Reliable	
Keen to learn	
Sensible attitude	
Important Other Information	
This is UNPAID Work Experience. You will be required to attend at least 21 hours work experience each week.	



You will also attend 7 hours off the job training and job search with CWT Training.

A bursary may be available to help with travel expenses.

Here is the address for the Learning Provider which you will be visiting each Wednesday;

CWT Chamber Training
123 St Nicholas Street
Coventry CV1 4FD

Future Prospects

• After successful completion of the Traineeship work experience programme you will receive a certificate of completion and a letter of reference as a minimum, to support future job applications

Where possible the Learning Provider will work with you to support progression into an Apprenticeship or employment

Reality Check

At CWT Chamber Training class sizes are small and each group is supported by experienced staff who make the learning experience fun, engaging and relevant.

Advisers will be available to support you in ensuring your career aspirations are recognised and you are put on the right path to a successful career.

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