

ADMINISTRATION ASSISTANT

OPERATIONS & IMPROVEMENT PATHWAY

LEVEL 2 APPRENTICESHIP STANDARD

For 16-25 Years. Build confident, organised professionals who keep businesses running efficiently through exceptional administrative support.

As this apprenticeship is available exclusively to learners aged 16–25, employers may be eligible for additional government support when recruiting an apprentice.

- ✓ 100% government-funded apprenticeship training for eligible apprentices.
- ✓ A £2,000 Apprenticeship Hiring Grant for eligible SMEs recruiting a new apprentice aged 16–24.
- ✓ Up to £3,000 through the Youth Jobs Grant when recruiting an eligible 18–24-year-old who has been claiming Universal Credit for six months or more.



FOR INDIVIDUALS

Develop the skills to begin a successful career in a professional pathway through business administration, supporting teams, customers and business operations.



FOR EMPLOYERS

Develop capable administration professionals who strengthen business operations through effective organisation, communication, and reliable business support.



INCLUDED CERTIFICATIONS

Administration Assistant Level 2 apprenticeship standard

HOW THIS PROGRAMME IS FORMED



Administration Assistant Level 2 apprenticeship standard



LEVEL

2

Age: 16-25 Years



DURATION

9+ months

Approximate on-programme training (does not include EPA period)



COST

£0 to £200

Maximum cost for non-levy employers and micro-businesses



FUNDING

£4,000

Maximum cost/funding for levy employers

YOUR LEARNING JOURNEY



AWARDING BODY: 

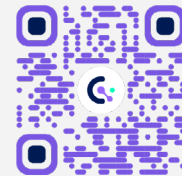
CAREER PROGRESSION



CERTIFICATIONS INCLUDED

Administration Assistant Level 2 apprenticeship standard

HELPFUL LINKS



www.glptraining.co.uk



Apprenticeship FAQs

A RECOGNISED QUALIFICATION. REAL SKILLS.
BUILD YOUR CAREER WITH CONFIDENCE IN BUSINESS ADMINISTRATION.