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GOOD THINKING PEOPLE

Business and Administration
Apprenticeship Scheme



Business and Administration – 24 month programme

What is Business and Administration?

Business and Administration Apprentices provide quality support for management teams within the different departments at Sellafeld Ltd, for example, human resources; training; commercial and infrastructure.

Throughout your Business and Administration apprenticeship you will complete three placements across various departments; this will consist of two 6 month placements and one 12 month placement.

What will I be doing?

Your role will include activities such as diary management, arranging meetings, taking minutes and event organising. You may also work as a personal assistant to one of the directors or senior managers of the company. Your role will be desk based and you will have the opportunity to complete an NVQ whilst on the scheme, by attending college one day a month.

What do I need to consider?

Business Administration is available at both locations (Sellafeld, Cumbria & Risley, Warrington). The role is suitable for individuals with a strong interest in administrative work and will require you to have strong organisational skills. You will be liaising with different colleagues from across the organisation and therefore, will require you to have good communication skills. This is a great opportunity for you to learn about the different departments within Sellafeld Ltd in a supportive environment. However, you need to be open to receive feedback and quickly learn new things as change can happen quite frequently at Sellafeld Ltd.

Where will my training be delivered?

When your training commences you will be based either on the Sellafeld site or in one of its offices in Whitehaven or Workington. Your NVQ and college studies will be carried out by our training provider.

Risley administration apprentices will be based at Hinton House, Warrington College will carry out the NVQ and academic assessments.

What qualifications will I obtain?

- NVQ Level 2 in Business Administration.

What are the entry requirements?

- Minimum of 3 GCSEs Grade C (Step 4) in Mathematics, English Language & one ICT subject (Business Studies, ICT Level 2, BTEC Level 3, Higher ECDL or similar).

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