RUNSHAW COLLEGE

Apprenticeship

Level 2
Administration Assistant

Earn as you learn

Work as you learn

Great experience

#Future
#Administration
#Business

Average **salary*** once qualified £17,000–£27,000



* Reed.co.uk, Jul 2026

Level 2 **Administration Assistant**

An Administration Assistant apprenticeship will give you the knowledge, experience and practical skills required to support the smooth day-to-day running of an organisation. You will learn how to carry out a range of administrative tasks including handling information and data, communicating with colleagues and customers, maintaining records, supporting meetings and events, and using digital systems and software packages. These duties will require you to work both independently and as part of a team while building confidence in a professional working environment.

Throughout the apprenticeship, you will engage with a variety of internal and external stakeholders and gain experience of how businesses and organisations operate. You will develop valuable transferable skills including communication, teamwork, organisation, time management, problem solving and professional conduct. You will also learn how to manage information securely, follow organisational policies and procedures, and contribute to the efficient delivery of business operations.

Additionally, this apprenticeship will provide you with a wealth of workplace experience and a broad range of knowledge, skills and behaviours that are valued by employers across all sectors. The skills gained can be applied in a variety of administrative and business support roles, making this an excellent starting point for further career progression and professional development.

This apprenticeship is a 14-month programme, with Apprenticeship Assessment (AA) taking place during the course and gateway to completion taking place at 12 months. While completing your apprenticeship, you will undertake off-the-job training. This is time spent during your contracted working hours developing new knowledge, skills and behaviours beyond your normal job role, agreed between you and your employer.

Entry Requirements:
GCSE English and Maths at A*-D/9-3 or equivalent.

If you do not hold the necessary grades, you may have the opportunity to complete Functional Skills alongside your apprenticeship. Suitability will be determined following an initial assessment and diagnostic.

Career Development:
Once qualified you could progress to Business Administrator Level 3, HR Support, Content Creator, Multi-Channel Marketer, Data Technician, Payroll Administrator, Compliance and Risk Officer, Recruiter, Learning and Development Practitioner or Associate Project Manager apprenticeships.

Main development areas

1. Information Management and Data Handling
2. Administrative Task Delivery and Workflow Management
3. Stakeholder Communication and Relationship Management
4. Compliance, Security, and Risk Awareness
5. Professionalism
6. Wellbeing, and Continuous Development

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For more information about our courses, visit **runshaw.ac.uk**
call **01772 643008** or email **apprenticeships@runshaw.ac.uk**

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Disclaimer - Although course details are correct at the time of printing, they may be subject to change or amendment.