



**STRIDE**  
 Social Enterprise in Action  
 Training and Trading for Community Benefit

10 Woodboy Street, Leicester LE1 3NJ | Enquiries: 0116 223 0636 | Fax: 0116 223 4353 | Email: info@leicesterstride.co.uk

Post Details	
Programme	Business Administration 6 Month ( Fixed Term) Apprenticeship – Level 2 NVQ Certificate in Business and Administration & Business and Administration Knowledge
Department	Administration
Hours	30 hours a week
Pay	£78.00 a week
Location	Positions available within different department within STRIDE based in Leicester City Centre, you will be required to attend Stride Training Centre, Leicester city centre for classroom based training
<b>There is 6 apprenticeship opportunity available with Stride</b>	

Requirements	Essential/Desirable	Measurements
Candidates should be between 16 and 18 years old	Essential	Documentary Evidence
Must have minimum of 80% attendance at last placement or Stride if currently here	Essential	Documentary Evidence
Must achieve: <ul style="list-style-type: none"> <li>Level 2 NVQ Certificate in Business and Administration</li> <li>Level 2 Certificate in Principles of Business and Administration Principles</li> <li>Level 1 Functional Skills English, Maths and ICT (unless already achieved GCSE level C or above evidence required)</li> </ul>	Within 6 Months Within 6 Months Within 6 Months Within 6 Months	

Skills		
Requirements	Essential/ Desirable	Measurements
Good communication skills	Essential	From the application form, Probing at interview
Reliability	Essential	From the application form, Probing at interview
Punctuality	Essential	From the application form, Probing at interview
Enthusiastic and committed to the work involved	Essential	From the application form, Probing at interview
Ability to follow spoken and written instructions	Essential	From the application form, Probing at interview
Able to assist with the duties of the trade.	Essential	From the application form, Probing at interview
Flexible approach to changing work	Essential	From the application form, Probing at interview
Experience of working in a team	Desirable	From the application form, Probing at interview

Qualification		
Requirements	Essential/ Desirable	Measurements
Entry level 3 or above in Maths & English	Desirable	Documentary Evidence
Level 1 Vocational training of the trade	Desirable	Documentary Evidence

Knowledge		
Requirement	Essential/ Desirable	Measurements
Health and safety awareness	Desirable	From the application form, Probing at interview
Some knowledge of the trade	Desirable	From the application form, Probing at interview