



Quick Guide to

**~
Business Administrator
& Customer Service
Apprenticeships**

**tynenorth
training**

BENEFITS

- A paid job with training
- A nationally recognised qualification
- Flexible start dates throughout the year
- The first step on your future career path

HOW TO APPLY

Recruitment takes place throughout the year. It suits those applicants who are:

- Leaving school after year 11
- Those seeking a career after A levels to secure fulltime employment
- Or for those candidates who are at college who wish to secure fulltime employment

Entry requirements

- Pass or expected GCSE Grade 4 in English and Maths

Application process

Visit www.tynenorthtraining.co.uk and download an application form

CAREERS

Our Business Administrator and Customer Service apprenticeships are completed over a 12 - 18 month period. Our apprenticeships can lead to careers in the following areas:

- Human Resources
- Marketing
- Finance & Accounts
- Secretarial
- Procurement
- Office Administration
- Sales
- Customer Services



Ebonnie Sorgorski

Employer: Dräger

Position: Commercial Operations Apprentice

Qualification: Level 3

School: Bede Academy

"The apprenticeship I secured through Tyne North Training is absolutely brilliant. I am visited regularly by my Training Officer who is giving great tuition in my qualification and assessing my daily activities."

Jay Dixon

Employer: The Pen Shop

Position: Business Administration Apprentice

Qualification: Level 3

School: St Benet Biscop

"I learnt all about marketing, customer service and commercial activities in my apprenticeship at The Pen Shop. The training I received from my training officer from Tyne North Training offered me so much more than college."



Employers... why recruit an apprentice?

EMPLOYER BENEFITS

- Training directly relevant to the needs of your business
- Tackles the skills shortage
- Promotes staff retention
- Recruitment is throughout the year
- Cost effective recruitment

We are able to source quality candidates throughout the region including Northumberland, Durham and Tyne & Wear.

If you want to know more about apprenticeships and how they can support your business

please visit: www.tynenorthtraining.co.uk

alternatively contact the Recruitment Team on **0191 262 6860**

or email: tnt@tynenorthtraining.co.uk

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If you recruit an apprentice under 19 you will receive an incentive grant of £1000.