



# WE ARE RECRUITING

## Business Administration Apprenticeship

August 2025 start

**This apprenticeship is suitable for anyone interested in a career in Business Administration.**

The role may involve working independently or as part of a team, focusing on the development, implementation, maintenance, and improvement of administrative services.

Business Administrators gain key skills and behaviours to support their progression towards management responsibilities.

### **Entry Requirements**

To apply, you must have a minimum of GCSE Grade 4 or Functional Skills Level 2 in Maths and English.

You will need to submit a CV and covering letter to WWM Civils.

### **Programme Details**

You will be based in WWM Civils office in Ramsgate, and enrolled with EKC Training, part of East Kent Colleges Group. The course typically takes 18 months to complete.

**For more information please visit [wwwcivils.co.uk](https://wwwcivils.co.uk)  
or email [hr@wwwcivils.co.uk](mailto:hr@wwwcivils.co.uk)**

## What does the apprenticeship lead to?

On successful completion, you will earn the Level 3 Business Administrator qualification.

## How is the apprenticeship delivered?

The Level 3 Business Administrator apprenticeship is delivered through a combination of workplace learning and structured support.

Every 8 to 10 weeks, there will be reviews involving you, your trainer, and your line manager or mentor to assess progress and address any areas for improvement.

You will participate in online workshops to enhance your theoretical understanding. Additionally, there may be occasional in-person workshops held at EKC Canterbury College.



## What will I learn?

You will develop key knowledge, skills, and behaviours in the following areas:

- Proficiency in using various IT packages and systems
- Producing accurate records and documents
- Demonstrating proactivity, good judgement, and strong communication skills
- Building and maintaining positive relationships
- Completing tasks to a high standard with responsibility and initiative
- Applying project management principles and tools effectively
- Understanding organisational purpose, structure and teams
- Managing stakeholders and understanding relevant laws, regulations, and internal policies
- Grasping business principles such as managing change, finances, and projects
- Understanding organisational processes and external factors
- Displaying professionalism, taking responsibility, adapting to changing priorities, and upholding standards.

WWM Civils is part of the WW Martin Group of Companies. Established in 1877 and based in Ramsgate, WW Martin Ltd has an excellent reputation in the construction industry. Visit our website to learn more about our company, read news stories about our work, community and charity events, and view our projects.