



**XL Training**



## **Want to move up the career ladder in Administration?**



XL Training offer Modern Apprenticeships in Administration to boost the skills and career prospects for those candidates working in a business administration role.

These qualifications are very much geared towards the use of MS Office Suite, helping staff develop both IT and “softer” skills required for the business environment.

Staff will not only become technically competent but will also gain other complementary skills to be effective in the workplace for today and in the future.

### **Admin Level 2**

This qualification is suitable for junior administrative staff working in all sectors of industry and commerce. It acknowledges individual responsibility and reinforces organizational practices and procedures.

### **Admin Level 3**

This qualification is suitable for administrators working in all sectors of industry and commerce. It recognises and aims to develop complex work skills.

### **Develop your skills in:**

- Improving admin processes and procedures
- Implementing real admin improvements to your organisation
- Providing practical admin support to business processes



XL tailors the qualifications to the needs of the business and the skills required to be developed by the individual

**For information on any of the qualifications and services we offer please contact us on: Tel: 01383 626 179 E-mail: [exeluk@aol.com](mailto:exeluk@aol.com)**

[www.xltraining.co.uk](http://www.xltraining.co.uk)

Skills  
Development  
Scotland

**MODERN**  
APPRENTICESHIPS



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## **We provide FREE\* work based Administration qualifications for employees**

Benefits to employers:

- Fully funded by Skills Development Scotland
- Employees receive recognised qualifications at their workplace without attending college
- Improved employee morale and motivation
- Confirmation of employee competence
- Improved customer service
- Employees feel “invested” in long term, which greatly assists with retention

Benefits to candidates:

- Receive one to one guidance and support
- Candidates do not attend college to achieve the qualifications
- The process does not interrupt the normal flow of activity
- Career prospects are improved by the training
- Candidates gain confidence in themselves and their ability

\*Subject to funding



**“Since working with XL we have been impressed with their commitment and professionalism. Our branches are based throughout Scotland and it has never been a problem for XL’s assessors to visit them. The vocational training has been an excellent addition to our own in-house training”** Ronnie Simpson Training Manager of William Hill

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