

**Note:** Traineeships are delivered by the Education and Training Boards (ETBs). The decision by an ETB to deliver a traineeship is determined based on the needs identified in collaboration with industry/employers in the sector and local requirements.

Therefore, not all ETBs will offer every traineeship; likewise, elements of a traineeship such as the content, award, duration etc may vary based on the needs identified.

**The information below is a sample only; it gives an idea of what this traineeship involves but may not be replicated exactly across ETBs offering this traineeship.**

### SAMPLE DESCRIPTOR

#### Business Administration Traineeship

The purpose of this award is to enable the learner to acquire the knowledge, skills and competence to work independently and under supervision in an administrative role in a range of business contexts and/or to progress to further and higher education and training.

Typical Certification:	QQI-FE Level 5 Business Administration
Typical Content:	Audio Transcription Bookkeeping Manual and Computerised Business Administration Business Management Career Planning & Job Seeking Skills Customer Service Database Methods Payroll Manual and Computerised Spreadsheets Text Production Word Processing Work Experience
Typical Duration:	47 weeks All Traineeships have a minimum of 30% on-the-job learning.
Further information	Details of traineeship programmes currently open for registration are available on <a href="http://www.fetchcourses.ie">www.fetchcourses.ie</a>  Further information on traineeship programmes may also be obtained from your local Education and Training Board (ETB) <a href="http://www.etbi.ie/etbs/directory-of-etbs/">www.etbi.ie/etbs/directory-of-etbs/</a>  Some traineeship programmes may not be open for registration at a particular time.