

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

Office Administration Traineeship

The aim of the programme is to enable the learner to develop the knowledge, skill and competencies to provide administrative support to include; use of office equipment, use of computer applications, document production, managing filing systems and diaries in a variety of office settings. On successful completion of the programme, learners may progress to further education and training.

Typical Certification:	QQI-FE Level 5 Office Administration
Typical Content:	<ul style="list-style-type: none"> Audio Transcription Bookkeeping - Manual & Computerised Business Management Career Planning & Job Seeking Skills Customer Service Database Methods Information & Administration Payroll Manual and Computerised Spreadsheet Methods Text Production Work Practice Word Processing
Typical Duration:	<p>47 weeks</p> <p>All Traineeships have a minimum of 30% on-the-job learning.</p>
Further information	<p>Details of traineeship programmes currently open for registration are available on www.fetchcourses.ie</p> <p>Further information on traineeship programmes may also be obtained from your local Education and Training Board (ETB) www.etbi.ie/etbs/directory-of-etbs/</p> <p>Some traineeship programmes may not be open for registration at a particular time.</p>