

## ► Business Administration

As an apprentice in business administration you will learn a broad range of skills and competencies. You will gain an appreciation of departments such as sales, purchasing, design, accounts and HR that will help you become an accomplished professional in business services and support.

## ► Information Technology

As an apprentice in information technology you will be focused on our IT network. You will work with our talented IT professionals and learn the importance of network integration with manufacturing requirements.

## ► Human Resources

As an apprentice in human resources you will work alongside a small team learning general human resources competencies. You will get involved in opportunities and projects that will help you develop the skills, experience and knowledge to become a credible human resources professional.

## ► Accountancy

As an apprentice in accountancy you will learn day-to-day financial activities including bookkeeping, purchase ledger, balancing accounts, banking and auditing before moving on to drafting financial statements and maintaining financial records.



## Apprenticeship Details

**You will be working towards an accredited qualification related to your chosen apprenticeship.**

- **Duration:** 2-4 years dependent on subject
- **Entry requirements:** A minimum of 4 GCSE's at Grade 5 with a preference of Grade 6 in Maths, English and Science.
- **Location:** Simonstone, Lancashire
- **Hours of work:** 40 hours per week
- **Starting salary:** Competitive Apprentice Salary
- **Benefits:**
  - ✓ Earn whilst you learn
  - ✓ Receive a comprehensive employee benefits package
  - ✓ Work with state-of-the-art machinery and equipment
  - ✓ Work in modern facilities with a committed and supportive employer
  - ✓ Gain a nationally recognised qualification
  - ✓ Opportunities to progress and much more!



## How to Apply



Please send the following information via email to [apprentice@fortvale.com](mailto:apprentice@fortvale.com)

- ✓ Job Title you are applying for
- ✓ Personal Statement
- ✓ Current CV
- ✓ Completed Fort Vale Application Form

If you need further information contact our Apprentice Liaison Officer.

**Apprentice Liaison Officer -**

**Telephone: 01282 687220**  
**Email: [rheys@fortvale.com](mailto:rheys@fortvale.com)**