

Administration Apprenticeship

Hiring an administrative apprentice or trainee connects you with ambitious Danish students from a 4-year high school program that blends academics with practical experience. Your mentorship is key to their success.

Here's what you need to know:

A Flexible and Tailored Program:

This apprenticeship is highly flexible. The company and apprentice collaborate on a personalized training plan, selecting tasks that suit both your business needs and the student's goals. Responsibilities can include: Data collection and processing, Customer service and client contact, Project Administration, Case management, Sales, Purchasing, Marketing and communication, Finance and accounting

Becoming an Approved Training Provider

Your company must first be approved as a training provider. The process is straightforward: a fixed approval form with a skills assessment will be sent to you to be filled out, signed, and submitted to the educational institution. You can add tasks not listed on the form. A formal contract, similar to a fixed-term employment agreement, will also be signed.

Duration and Salary

The apprenticeship lasts from 3 months to 2 years. It includes 7-11 weeks of online schooling, which students complete from their work location. While the minimum stipend is €100 per month, we strongly recommend paying a living wage based on your country's cost of living. This ensures the opportunity is accessible to all talented individuals, regardless of their socio-economic background.

The Training Agreement

The approval document also serves as the formal Training Agreement. To be finalized, it must be hand-signed by both a company representative and the student.

The Training Plan

For a successful apprenticeship, we recommend creating a training plan together within the first three months. This plan should outline goals and tasks for the period and can be used as a guide for regular progress meetings.

Completing the Training Agreement

Upon completion, the initial approval form must be signed again by both the company and the apprentice. This final signature confirms the student has completed their training. The apprentice then submits this document to the Danish secretariat.

If you have any questions, please do not hesitate to contact us.