

Financial Services Administrator

Level 3

Duration: 12-18 months

Funding band: £12,000*

*(We deliver this standard for £9,000)



What is the background to this programme?

This programme provides the knowledge, skills and behaviours required to support efficient and effective paraplanning and financial advisory operations. This fully supported and structured programme provides a fantastic opportunity to bring fresh talent into the industry; or can also be used to start developing existing team members into their progression pathway.

The Financial Advice market consists of c19000 SME businesses split approximately 75% financial advice, 25% mortgage advice. These SME businesses are supported by umbrella organisations known as networks who provide a range of support services to the individual businesses including technology, compliance, technical & consultancy support. Due to recent changes, more administrative support is required by firms in order to provide an efficient, high quality and compliant service to their clients. The Financial Administrator standard responds to this demand whilst also providing an ideal entry point for a career in the sector, with progression routes leading to a number of roles with full professional qualifications.

What are the entry requirements?

Individual employers will set the selection criteria for their Apprenticeships. Most candidates will have Level 2 Maths and English, ideally as part of 5 GCSE A-C grades. Other relevant or prior experience may also be considered as an alternative. Employers who recruit candidates without English or Maths at Grade C or above must ensure that the candidate achieves this standard prior to the completion of the Apprenticeship.

What is covered?

- Financial services market - Broad understanding of the structure of the Financial Services market, including the role of the financial adviser and product providers, customer outcomes, support services and platforms.
- Regulatory and compliance - Understands the Financial Services regulatory framework, the ethics and key principles of the advice process.
- Products - Understands the purpose and technical content of the financial services products and services provided.
- Systems and Processes - Understands all systems & processes required to deliver the role outcomes & has awareness of how these fit within the wider company & industry.

What qualification is achieved?

The apprentice has the opportunity to undertake a Chartered Insurance Institute (CII) unit, either the UK financial services, regulation & ethics (CF1) or financial services, regulation and ethics (RO1).

Apply to start or ask for more information

Our team are here to help.

The quickest route is to email learning@davies-group.com

We look forward to chatting to you soon!



"I was really impressed with the amount of resources and expertise that were available from Davies Learning Solutions. Everything I needed was provided, the environment was so supportive, and I never felt like I had to do anything on my own"

– Ciara Octigan, Apprentice