

BUSINESS & PROFESSIONAL ADMIN APPRENTICESHIP FRAMEWORK

Standard Overview

This higher apprenticeship is suitable for those who want to work in the Business Administration sector, perhaps working as a team leader, budget manager, senior executive assistant or secretary. Ideally candidates should be in a management position, or want to move in to that role. In order to complete this

qualification, candidates will need a range of administrative and management skills such as budget management and promoting innovation within the organisation and have the capacity in their job role to influence others.

This qualification is designed to provide learners with the knowledge and understanding relevant to their chosen career paths and aspirations within a business and professional administration

How we deliver

Whilst the programme overview identifies the plan for the delivery of the apprenticeship, we appreciate that learners and their employers have individual needs, learning requirements and business objectives. To ensure that we meet your requirements, we will complete an in-depth initial skills analysis to assess the support you need. We will then use the most relevant delivery methods to support your learners to achieve. This may include:

- One to one support from a dedicated, professional assessor/instructor allocated to the learner for the duration of the programme
- Work based assignments and projects
- Webinar delivery
- Case studies & desk top simulations
- Job shadowing and mentoring
- Employer led technical training (Vestibule Training)
- Independent learning and research

KEY FACTS



Duration: Standard guideline: 24 months

Entry requirements:

Candidates seeking to undertake this apprenticeship must be able to demonstrate ability equivalent to or exceeding Level 2 in English and mathematics. This requirement may be met through the achievement of Level 2 functional skills, equivalent GCSEs, O Levels, A Levels or AS Levels, or an initial assessment which demonstrates the required ability.

PROGRAMME OVERVIEW



Please see below a typical overview of this programme (subject to change).

To achieve the Level 4 Diploma in Business and Professional Administration (4710-04), learners must achieve:

- 70 credits from the mandatory units
- A minimum of 20 credits from the optional units available.

Unit No	Unit Title - Mandatory	Credit Value	Unit Level
400	Understanding organisation	15	
401	Effective communication in business	15	
402	Business ethics	15	
403	Personal and professional development	10	
404	Resource management	15	



Unit No	Unit Title – Optional Group A	Credit Value	Unit Level
405	Recruitment and selection of staff	10	
406	Planning and implementing change within businesses	10	
407	Project management	15	
408	Managing information and knowledge	15	
409	Planning and managing customer service	10	
410	Business law	15	
411	Problem solving and decision making	10	
412	Administrative systems	10	

To achieve the Level 4 NVQ Diploma in Business Administration (5528-04), learners must achieve a total of 57 credits; 18 credits from the mandatory units and a minimum of 39 credits from the optional units as follows:

- A minimum of 26 credits from group A optional units
- A maximum of 13 credits from group B optional units.

A minimum of 30 credits must be achieved through the completion of units at Level 4 or above.

Unit No	Unit Title - Mandatory	Credit Value	Unit Level
301	Communicate in a business environment	4	3
345	Manage personal and professional development	3	3
401	Manage the work of an administrative function	5	4
406	Resolve administrative problems	6	4

What are the potential benefits to my organisation?

- Apprenticeships make your organisation more effective, productive, and competitive by assessing skills gaps directly, motivating your workforce and by providing relevant training
- The combination of 'on' and 'off' the job training ensures employees learn the skills that enhance your business
- They are a cost effective way of expanding your workforce

How is the Apprenticeship assessed?

It will be assessed by your tutor or assessor using a range of methods. This could include direct observation in the workplace, a portfolio of evidence, written assignments, online test or a task set by the awarding organisation. Candidates portfolios are electronic, known as 'e-portfolio's' which allow candidates to submit evidence more easily; receive fast feedback; have continuous access to their portfolio and can easily track progress.

Progression

On completion of this apprenticeship learners can proceed onto the Level 5 course.

