



Business & Administration – Level 3

Apprenticeship Learning Programme

Organisation Responsible: Council for Administration (CfA)

Apprenticeship framework requirements:

NVQ: <i>Awarding Body: City & Guilds</i>	Business & Administration Level 3
Key Skills <i>Awarding body: City & Guilds</i>	Application of Number Level 2 Communication Level 2
Technical Certificate: <i>Awarding Body: City & Guilds</i>	Level 3 Certificate in Business Administration
Employment Responsibilities and Rights:	Included in Technical Certificate

Certification: On completion of the above programme the Learner will receive a nationally recognised Certificate for each of the above disciplines.

Apprenticeship:

Apprenticeships are government backed training schemes which provide a structured learning route within a working environment.

An Apprenticeship is a great way for individuals to earn as they learn and for employers to discover skilled and talented employees.

They are intended to provide an integrated programme of learning leading to the acquisition and application of the skills, knowledge and understanding required by employers.

The completion of an Apprenticeship framework shows both current and potential employers that the holder has achieved competence in the skills covered by the Apprenticeship, has demonstrated the knowledge required by the Apprenticeship and has attained the level of transferable skills required by all Apprenticeships.

NVQ:

National Vocational Qualifications (NVQ's) are qualifications that reflect the skills, knowledge and understanding of individuals 'specific areas of work' – in this case Business Administration. They are expressed in terms of competences and are assessed in the workplace.

The NVQ in Business Administration is gained by assessment of performance in the workplace. Learners will have to claim competence against the Standards for the work that they do. They will also have to reflect on what they do and identify opportunities for change and improvement. The evidence they will need to generate mainly comes from everyday tasks. However, observation and witness statements from customers, peers and managers are also important pieces of evidence.



To achieve the NVQ you will complete the two mandatory units and select, with the help of your assessor, a further 4 optional units, which must include at least 3 units from Group B. The CfA recommends that BA Advanced Apprentices complete at least one IT related unit from the optional units within the NVQ.

Mandatory Units

- 301 – Carry out your responsibilities at work
- 202 – Work within your business environment

Optional Units

Group A

There are 11 units in Group A to choose, for example:

- 110 - Ensure your own actions reduce risks to health and safety
- 204 - Manage diary systems
- 205 - Organise business travel and accommodation
- 212 - Use IT systems 2

Group B

There are 30 units in Group B to choose from including:

- 303 - Supervise an office facility
- 323 - Prepare text from shorthand
- 324 - Prepare text from recorded audio instructions
- 326 - Verify the release process
- 329 - Administer representation (parking)
- 333 - Investigate cases

Technical Certificate:

Technical certificates focus on the knowledge and understanding which underpins the acquisition of a wide range of work, interpersonal and technical skills needed by administrators in the UK workforce. This body of knowledge includes NVQ knowledge and understanding and additional knowledge to facilitate progression to HE or higher levels of working. Technical certificates also cover Employment Rights and Responsibilities (ERR) and wider aspects of the occupation/sector as determined by the CfA. They are a structured approach to teaching and assessment, including external assessment.

Units

- 301 - Business and Communication Skills *(one assignment covering both units)*
- 302 - Legislation in the business environment

On-line Multiple Choice Test

Key Skills:

Mandatory

- Application of Number Level 2
- Communication Level 2

Optional (not required for the framework but will give additional certificates)

- Working with Others Level 2
- Improve Own Learning Level 2
- Problem Solving Level 2

Employment Responsibilities and Rights

The BA Modern Apprenticeship framework makes provision for apprentices to undergo a period of initial assessment and induction to ensure they have time to settle into the programme and the job (if new to work). Employment Responsibilities and Rights will be covered and tested as part of the mandatory Business & Administration Technical Certificate and NVQ.

