

Advanced Apprenticeship in Business Administration

This is the nationally recognised learning framework for experienced personnel working in an office-based business administration role.

The programme develops and recognises a broad range of practical business administration skills – helping learners excel and providing a foundation for personal development and career progression.

Learners complete a ‘framework’ of individual qualifications in order to achieve their Apprenticeship.

- Programme duration: 52 weeks
- Vocational Skills are assessed through observation, written worksheets, workplace evidence and on-screen tests
- Functional Skills are assessed through either paper-based or on-screen tests
- Apprentices are supported with a range of flexible learning resources and workshops

Framework element	Duration
Functional Skills in English, Mathematics and ICT Level 2*	Week 1–18
BTEC Level 3 Diploma in Business Administration	Week 19–52
Personal Learning and Thinking Skills	Week 19–52

**Learners will be exempt from the equivalent Functional Skills qualification if they have achieved:*

GCSE in Maths or English (with enhanced functional content) at grade C or above at any time prior to starting the Apprenticeship

GCSE grade B/C or A-Level or AS-Level grade B/C/D/E in Maths or English before September 2012 and within 5 years of starting the Apprenticeship

GCSE grade A or A or A-Level or AS-Level grade A in Maths or English at any time prior to starting the Apprenticeship.*

Highlights

- Develops a broad range of advanced workplace skills
- Onsite induction session for all learners
- Full support materials provided
- Regular visits from an experienced assessor
- 90–120 minutes per week study & preparation time
- Must have employed status – at least 30 hours per week
- Funding available through the Skills Funding Agency – *subject to individual eligibility*

Progression

Successful learners may progress to an appropriate Level 4 qualification on completion.

BTEC Diploma in Business Administration

The BTEC Level 3 Diploma in Business Administration is for experienced personal. It develops skills and gives valuable recognition for meeting high standards in the workplace.

It is based on recognised occupational standards and is jointly certificated by Best Practice and Pearson – the leading Awarding Organisation for vocational qualifications.

- Course duration: 9 – 12 months
- Assessed through observation, written worksheets, workplace evidence and onscreen tests
- Supported by e.learning and optional in-company workshops

Learners must achieve a total of 58 credits: 27 credits from mandatory units and at least 31 credits from optional units. At least 13 credits from Group B and no more than 10 credits from Group C. No more than 18 credits from Group B level 2 units.

* These units are assessed through onscreen tests. Credit values are shown below in brackets.

Level 3

Mandatory units – Group A	
■ Communicate in a business environment (4)	
■ Manage personal and professional development (3)	
■ Principles of business communication and information (4) *	
■ Principles of administration (6) *	
■ Principles of business (10) *	
Optional units – Group B	
■ Contribute to the improvement of business performance (6)	■ Create bespoke business documents (4)
■ Negotiate in a business environment (4)	■ Monitor information systems (8)
■ Develop a presentation (3)	■ Manage an office facility (4)
■ Deliver a presentation (3)	■ Analyse and present business data (6)
Optional units – Group B (Level 2 units)	
■ Manage diary systems (2)	■ Contribute to the organisation of an event (3)
■ Store and retrieve information (4)	■ Organise business travel or accommodation (4)
■ Produce minutes of meetings (3)	■ Provide administrative support for meetings (4)
■ Maintain & issue stationery/supplies (3)	■ Administer finance (4)
■ Use and maintain office equipment (2)	■ Employee rights and responsibilities (2)
Optional units – Group C	
■ Manage individuals' performance (4)	■ Using email (3)
■ Chair and lead meetings (3)	■ Word processing software (6)
■ Implement change (5)	■ Spreadsheet software (6)
■ Participate in a project (3)	■ Presentation software (6)

Progression

Learners may progress to a Diploma in Management or Level 4 NVQ Diploma in Business Administration.