

Business & Administration Advanced Apprenticeship

The aim of this advanced apprenticeship is to contribute to the skills, knowledge and overall performance of Business and Administration.

Its structure has been determined alongside employers and the sector skills council, to ensure that the components equip learners for a career in Business and Administration.

The Advanced Apprenticeship is made up of component qualifications, they are competence based, knowledge based and transferrable skills. Once the components have been completed, it is then certificated by the Sector Skills Council, the Council for Administration (CfA).

Progression

The Level 3 NVQ Diploma in Business and Administration (QCF) is the second of two qualifications available at level 3. It will allow progression to the Level 4 NVQ Certificate and Diploma qualifications.

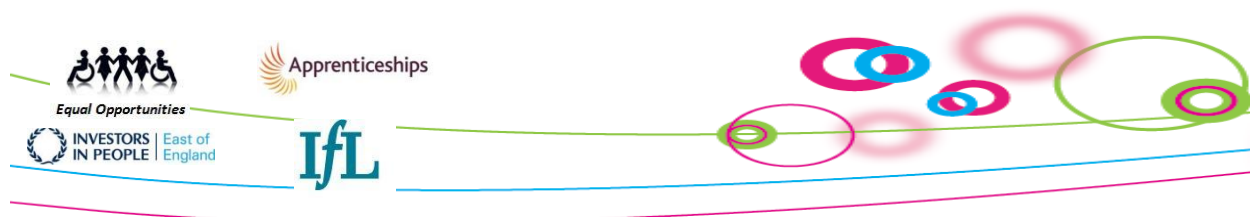
Learners achieving this qualification may also progress directly into employment, or within already existing employment as it provides accreditation of competence in the workplace

Apprenticeship Framework

There are a number of elements to each Apprenticeship and this is called the framework. Each Apprenticeship framework has three main strands:

- Competence based element
- Knowledge element
- Skills element

The three strands are sometimes accompanied by additional qualifications to give the most relevant skills and knowledge required for the job.



Business & Administration Framework requirements approved by Council for Administration

Competence Based Level 3 NVQ Certificate in Business and Administration

QCF Credit Value 40
 Guided Learning Hours 167-272 Time Frame: 18 months
 Assessment Methods Portfolio of Evidence

Candidates must achieve 40 credits of which 27 credits must be at level 3. 13 credits from the mandatory units

- Manage own performance in a business environment
- Evaluate and improve own performance in a business environment
- Work in a business environment
- Communicate in a business environment

and a minimum of 14 credits from Optional group B and the remaining 13 credits can be from Optional group B or C.

Knowledge Based Level 3 Certificate in Principles of Business and Administration

QCF Credit Value 17
 Guided Learning Hours 136 Time Frame: 12 months
 Assessment Methods Multiple Choice Examination

Transferable Skills

Key Skills		Assessment Methods
Application of Number	Level 2	Portfolio & test
Communication	Level 2	Portfolio & test

Employment Rights and Responsibilities	Included in technical certificate
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For further information or an application form call UK Training & Development on: 01442 230130 or email marketing@uktd.co.uk Or apply online at www.uktd.co.uk

