

Business & Administration Apprenticeship

The aim of this 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 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 2 NVQ Certificate in Business and Administration (QCF) is the second of three qualifications placed at level 2. It will allow progression not only to the Level 2 NVQ Diploma, but also to the Level 3 NVQ Certificate and Diploma qualifications. This will also provide progression to the L3 apprenticeship framework allowing learners to claim credit for units previously achieved.

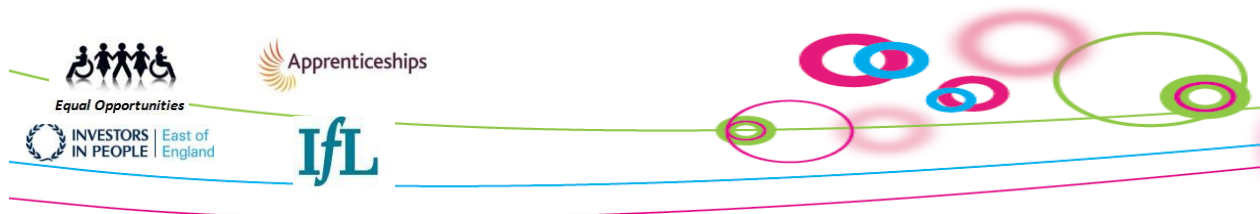
Learners achieving this qualification may also progress directly into employment, or within already existing employment as it provides accreditation of competence in the workplace.

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 2 NVQ Certificate in Business and Administration	
QCF Credit Value	21	
Guided Learning Hours	93-146	Time Frame: 12 months
Assessment Methods	Portfolio of Evidence	
Candidates must achieve 21 credits of which 14 credits must be at level 2. 9 credits from the mandatory units		
<ul style="list-style-type: none"> • Manage own performance in a business environment • Improve own performance in a business environment • Work in a business environment • Communicate in a business environment 		
and a minimum of 7 credits must come from Optional group B the remaining 5 credits can be from Optional group B or C.		

Knowledge Based	Level 2 Certificate in Principles of Business and Administration	
QCF Credit Value	13	
Guided Learning Hours	104	Time Frame: 12 months
Assessment Methods	Multiple Choice Examination	

Transferable Skills		
Key Skills		Assessment Methods
Application of Number	Level 1	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

