

Business & Administration Level 3 Advanced Apprenticeship

Duration: 12-18 months

Who is the apprenticeship for?

The programme is intended for new or existing staff progressing from the Intermediate Level Apprenticeship or for staff with some experience of working in or providing support within a business and/or office environment.

Entry requirements

Applicants must be aged 16 and over with preferably GCSEs A*- C in Maths and English. GCSEs will be considered along with the results of an initial assessment.

What qualifications are delivered?

- ◆ OCR NVQ Combined Diploma in Business and Administration (Level 3)
- ◆ GCSE's or Functional Skills in English, Maths and ICT at Level 2 (if not already achieved)
- ◆ Employee rights and responsibilities
- ◆ Personal Learning and Thinking Skills

What does the apprenticeship cover?

The programme covers a range of administrative duties and includes the following components including examples of optional units available. These will be determined by their relevance to the individual's job role.

Mandatory Units (examples):

- ◆ Principles of business
- ◆ Manage personal and professional development
- ◆ Principles of administration
- ◆ Communicate in business environment
- ◆ Principles of business communication and information

Optional Units (examples):

- ◆ Contribute to the improvement of business performance
- ◆ Negotiate in a business environment
- ◆ Deliver a presentation
- ◆ Meet, welcome and manage visitors
- ◆ Manage an office facility
- ◆ Analyse and present business data

Training Programme

This training programme is mainly delivered and assessed in the workplace. The assessor visits the apprentice once a month for approximately 3 hours for assessment and training. In addition quarterly review meetings will be scheduled to track progress, involving the line manager, assessor and apprentice. If the apprentice needs to gain their Maths, English or IT qualifications they will attend the college to achieve these.

For more information contact Training Solutions at:
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