

Advanced Apprenticeship in Business & Administration

This is an advanced qualification for learners who wish to or who are already working in an office environment. Advanced Business & Administration apprentices may work in roles such as administration executives/officers, administration team leaders, personal assistants and secretaries, including legal or medical secretaries. This scheme is funded by the Skills Funding Agency*.

The Business and Administration Advanced Apprenticeship Framework consists of a City and Guilds Level 3 Diploma in Business and Administration, Level 3 Technical Certificate in Principles of Business and Administration and Functional Skills in English, Maths and ICT.



All training is delivered in the work place, at convenient times tailored to your organisation's needs. Training is flexible but learners and employers are required to commit to a minimum of 3 hours every month.

To register your interest, or find out more, call freephone **0808 2000 129** or email your contact details to enquiries@cadcentreuk.com

Advanced Apprenticeship in Business and Administration Qualification Framework:

This framework meets the needs of learners who are already employed in an administrative role. The framework provides learners with a cohesive suite of qualifications that will enable them to develop a solid understanding of how to work and communicate in any business environment. The framework will help learners to generate the required knowledge alongside practical skills to ensure reliable standards of competence and skills that are relevant and specific to the organisation. The framework includes three components (A) Diploma in Business and Administration, (B) Technical Certificate in the Principles of Business and Administration and (C) Functional Skills.

(A) Level 3 Diploma in Business & Administration

This qualification gives the learner the opportunity to develop a broad skill set that will facilitate progression in the workplace and/or onto further learning. This qualification includes Mandatory and Optional units.

Mandatory Units

- Unit 301 – Manage own performance in a business environment
- Unit 302 – Evaluate and Improve own performance in a business environment
- Unit 303 – Work in a business environment
- Unit 304 – Communicate in a business environment

Optional Units - a minimum of 27 credits must be gained from the following:

- Unit 305 – Solve business problems (4 Credits)
- Unit 306 – Work with other people in a business environment (4 Credits)
- Unit 308 – Negotiate in a business environment (5 Credits)
- Unit 309 – Supervise a team in a business environment (6 Credits)
- Unit 310 – Develop a Presentation (3 Credits)
- Unit 311 – Deliver a Presentation (3 Credits)
- Unit 312 – Design and produce documents in a business environment (4 Credits)
- Unit 317 – Monitor information systems (7 Credits)
- Unit 318 – Analyse and report data (6 Credits)
- Unit 319 – Order products and services (5 Credits)
- Unit 320 – Plan and organise an event (4 Credits)
- Unit 321 – Co-ordinate an event (4 Credits)
- Unit 322 – Plan and organise meetings (5 Credits)
- Unit 323 – Organise business travel and accommodation (5 Credits)
- Unit 325 – Supervise an office facility (5 Credits)
- Unit 326 – Contribute to innovation in a business environment (4 Credits)

(Further units are available for assessment please speak to your assessor for further information)

(B) Technical Certificate in Principles of Business & Administration

This certificate meets the needs of learners wishing to work or already working in an administrative support role. This certificate allows the learner to develop the essential knowledge of how to carry out everyday as well as more complex administrative tasks. These tasks include managing information and supporting events as well as giving learners the opportunity to gain an understanding of project management and change in the business environment. This technical certificate includes Mandatory and Optional units.

Mandatory Units

- Principles of personal responsibilities and how to develop and evaluate own performance at work
- Principles of working with and supervising others in a business environment
- Principles of managing information and producing documents in a business environment
- Principles of providing and maintaining administrative services

Optional Units - a minimum of 1 option must be chosen from the following:

- Principles of project management
- Principles of contributing to innovation and change
- Principles of working in the public sector
- Principles of budgets in a business environment

(C) Functional Skills in English, Maths and ICT

These skills have an important role to play in helping learners increase their employability skills and complete their learning program effectively.

***Subject to meeting eligibility criteria and government funding availability**