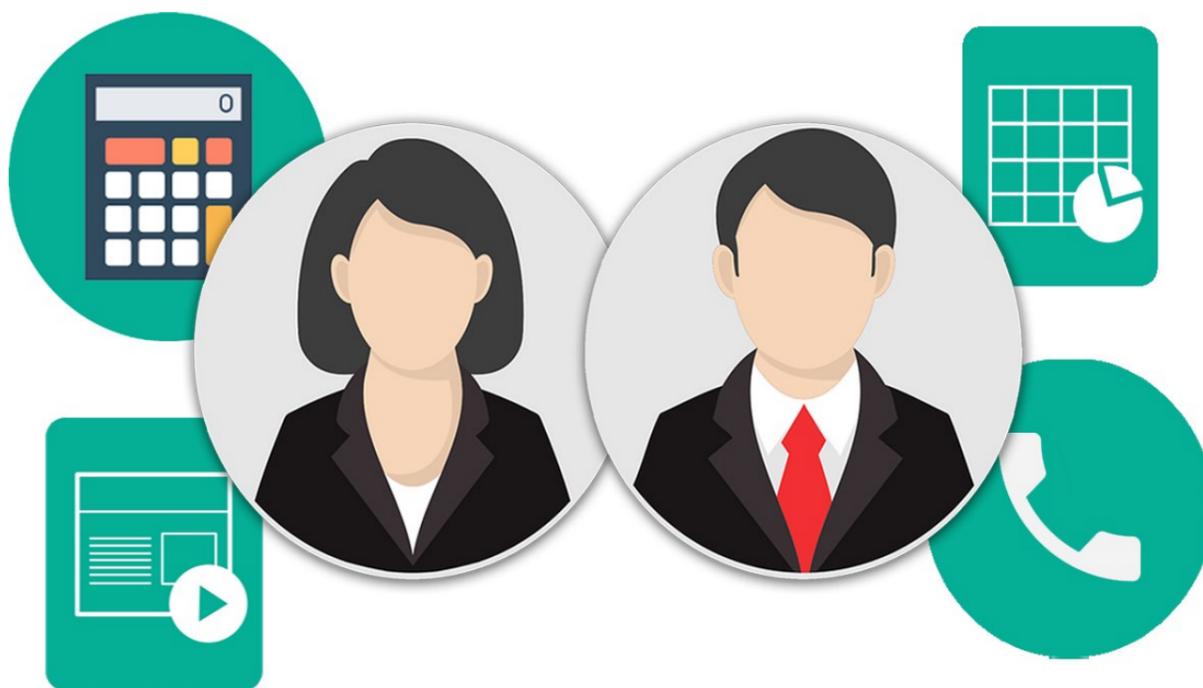


APPRENTICESHIP IN BUSINESS ADMINISTRATION



This Business Administration qualification is aimed at candidates who want to succeed and progress in their administrative roles in a business environment.

The Business Administration Framework consists of a NOCN Level 3 Diploma in Business Administration, Essential Communication Skills, Essential Application of Number Skills and Essential Digital Literacy Skills. Training is delivered in the workplace at convenient times and tailored to your organisation's needs. There will be elements of study required outside of scheduled visits. The CADcentre will provide workshops to support your training progress.

CONTACT US FOR MORE INFORMATION AT:

 **ENQUIRIES@CADCENTREUK.COM**

 **0808 2000 129**

APPRENTICESHIP IN BUSINESS ADMINISTRATION

This Business Administration framework meets the needs of candidates who are employed in an administrative role such as Administration Officers, Administration Team Leaders, Personal Assistants and Secretaries. The aim of the qualification is to provide the candidate with the required skills, knowledge and competence to work and communicate in any business environment. The framework consists of two components:

L3 DIPLOMA IN BUSINESS ADMINISTRATION

This qualification gives the candidate the opportunity to develop a broad range of skills to work efficiently and to help increase business productivity. To achieve the Level 3 Diploma in Business Administration, candidates must complete all units from the mandatory group and a minimum of 31 credits from the optional groups as follows: a minimum of 13 credits from group A optional units; a maximum of 10 credits from group B optional units; a maximum of 8 credits from group C optional units.

MANDATORY

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

OPTIONAL UNITS GROUP B*

- Organise and deliver customer service (5 credits)
- Spreadsheet software (6 credits)
- Manage team performance (4 credits)
- Chair and lead meetings (3 credits)
- Word processing software (6 credits)

*Further units are available for assessment

OPTIONAL UNITS GROUP A*

- Contribute to the improvement of business performance (6 credits)
- Deliver a presentation (3 credits)
- Create bespoke business documents (4 credits)
- Contribute to the development and implementation of an information system (6 credits)
- Monitor information systems (8 credits)
- Provide administrative support in schools (5 credits)
- Analyse and present business data (6 credits)

*Further units are available for assessment

OPTIONAL UNITS GROUP C*

- Understand the customer service environment (5 credits)
- Principles of marketing stakeholder relationships (3 credits)
- Principles of market research (5 credits)
- Principles of leadership and management (8 credits)

*Further units are available for assessment



ESSENTIAL SKILLS WALES

Essential skills are an important part of your qualification and aim to develop your literacy, numeracy and digital awareness. These skills are highly valued by employers.

Essential Communication Skills

Aims at developing and demonstrating skills in:

- Speaking and Listening
- Reading
- Writing

To achieve the Essential Communication Skills qualification, candidates are required to demonstrate their skills through both a controlled task and confirmatory test.

Essential Digital Literacy Skills

Aims at developing and demonstrating skills in:

- Digital Responsibility
- Digital Productivity
- Digital Information Literacy
- Digital Collaboration
- Digital Creativity
- Digital Learning

To achieve the Essential Digital Literacy Skills qualification, candidates are required to demonstrate their skills through both a controlled task and structured discussion.

Essential Application of Number Skills

Aims at developing and demonstrating skills in:

- Understanding Numerical Data
- Carrying out Calculations
- Interpreting and Presenting Results and findings

To achieve the Essential Application of Number Skills qualification, candidates are required to demonstrate their skills through both a controlled task and confirmatory test.