

# Course Specification

## Advanced Apprenticeship

### Business Administration

#### Entry Requirements

No formal qualifications are required but individuals will normally have completed an NVQ level 2. They should also be enthusiastic, motivated, reliable and prepared to work hard. Good communication skills are essential and it is important to be understanding and show respect for others.

#### Awarding Body

The awarding body is City and Guilds: All City and guilds qualifications are designed to recognise skills used in the workplace.

#### Programme Content

The Advanced Apprenticeship includes a National Vocational qualification (NVQ) level 3 in Business Administration, a Technical Certificate at level 3 and Key Skills Application of number and Communication at level 2.

#### Duration and Format

Sessions and observations will be delivered in the workplace, but may also be available in the training centre. The Advanced Apprenticeship will normally take 18 months to complete the full framework.

#### About the Qualification

NVQ level 3 in Business Administration allows an individual to learn and gain a nationally recognised qualification.

National Vocational Qualifications are designed to meet the standards set by industry in occupational areas. They are designed to cover various aspects of a job or area of work, assessing skills actually used in the workplace.

The Technical Certificate develops understanding and skills which can be adapted to a work setting.

Key skills are the skills which are most commonly needed to succeed in a range of activities, learning to use and adapt communication and number skills in a range of settings and contexts.

#### Assessment guidelines

Individuals will be assessed by observation in the workplace and by completing a portfolio of evidence which will include completing a variety of assignments. Support is offered in the workplace or in the training centre.

Candidates will be assessed in the following areas:

NVQ – Two mandatory units plus four optional units, Technical certificate – two units, Key skills – application of number and Communication.

#### Progression

Team Leading  
Managerial role

#### Units

##### NVQ

- Unit 301 Carry out your responsibilities at work
- Unit 302 Work within your business environment

Plus 4 optional units which can be chosen from a selection of units.

##### Technical certificate

- Unit 301 Managing the business environment
- Unit 302 Ensuring effective work within the business environment

*Continued over.*

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## **Units continued:**

### **Key skills**

#### **(Application of number)**

- N1.1 Interpret information from 2 different sources
- N1.2 Carry out and check calculations
- N1.3 Interpret the results of calculations

#### **(Communication)**

- C1.2a Take part in a group discussion
- C1.2b Give a talk of at least 4 minutes
- C2.2 Read and summarise information from at least 2 documents
- C2. Write 2 different types of document