

## BUSINESS AND ADMINISTRATION APPRENTICESHIP

### PROGRAMME GUIDE

The Business and Administration Apprenticeship framework consists of the following:

1. *PEARSON BTEC LEVEL 2 DIPLOMA IN BUSINESS ADMINISTRATION*
2. *FUNCTIONAL SKILLS - ENGLISH, MATHS AND ICT*
3. *ERR - EMPLOYMENT RIGHTS AND RESPONSIBILITIES*
4. *PLTS - PERSONAL LEARNING AND THINKING SKILLS*

In order to achieve the full Apprenticeship framework all of the above sections must be completed. Exemptions are available for Functional Skills subject to GCSE grades.

The Diploma in Business Administration consists of a combination of knowledge and competence units. **KNOWLEDGE** units are delivered by attending college lessons, currently one day a month at our Gravesend or Dartford Campus.

**COMPETENCE** is assessed in the workplace through undertaking administrative duties to demonstrate ability in the workplace. The Employer, Assessor and Apprentice will discuss and agree units relevant to the job role in order to gain evidence to meet the criteria. Evidence will be assessed in a variety of ways such as observations, work products, questioning, reflective accounts, professional discussions, witness statements etc. The Assessor will visit the workplace once a month.

**FUNCTIONAL SKILLS:** Maths, English and ICT at the level relevant to the Apprenticeship framework involves class tuition and some self study in order to prepare for the exams. These will be covered during the day at college. Exemptions are available dependent on GCSE grades.

**Employment Rights and Responsibilities** include induction, employment legislation, company policies etc.

**Personal Learning and Thinking Skills** are covered throughout the apprenticeship.

**Progress Reviews** with the Employer, Apprentice and Assessor are completed every 3 months.

For further information please contact:

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