

EDEXCEL BUSINESS AND ADMINISTRATION APPRENTICESHIP

PROGRAMME GUIDE

Welcome to your qualification and thank you for choosing North Kent College. Your Apprenticeship involves three parties – You, Your Employer and Your Training Provider.

The Apprenticeship framework you have chosen is ‘Business and Administration’ and this framework includes three sections as follows:

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

In order to achieve your full Apprenticeship framework you must complete all of the above sections. Some sections you may be exempt from but your Assessor will discuss this with you in more detail.

The Diploma in Business Administration consists of a combination of knowledge and competence units. For your **KNOWLEDGE** units you will be required to attend college lessons, currently one day a month on Thursdays at our Gravesend or Dartford Campus. Your Employer must release you to attend these lessons as part of your Apprenticeship. You will study towards your technical certificate via knowledge lessons to prepare you for exams.

For your **COMPETENCE** section you will be assessed in your workplace undertaking your duties to demonstrate competence in the workplace. You, your Assessor and your Employer will discuss and agree units relevant to your job role in order to gain evidence to meet the criteria. You will be assessed in a variety of ways such as observations, evidence of work you have produced, questioning, reflective accounts and professional discussions.

For your **FUNCTIONAL SKILLS** you will be required to undertake Maths, English and ICT at the level relevant to your Apprenticeship framework. This involves class tuition and some self study in order to prepare you for your exam. For English you will also be required to complete group discussions. This will all be covered in your day at college. Exemptions are available if you have achieved a grade C or above at GCSE within the last 5 years.

Your **ERR/PLTS** section is to show that you have received a full induction at your workplace and ensure you understand your rights and responsibilities as an employee.

We hope you enjoy your time at North Kent College. Your Assessor will work with you to ensure that you achieve all sections of your Apprenticeship framework in order to gain your Apprenticeship Certificate.

If you have any problems during your Apprenticeship then please discuss this with our Assessors who can be contacted as follows:

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