

Higher Apprenticeship in Business & Professional Administration (Level 4)

This apprenticeship develops the knowledge, skills and behaviours required for business administration roles including admin team leader, office manager, business development executive and PA.

Why study this course?

- *Is there a requirement for you to help your organisation work more effectively in business administration?*
- *Do you have significant experience in a business role?*
- *Do you currently have a role that would allow you to develop the skills and knowledge within this qualification?*
- *Do you currently work in a business administration role but are not yet qualified?*

Who is the course aimed at?

Due to the varied nature of business administration there are many job roles that apply to business administration and professional services higher apprentices. The course is aimed at employees in roles including office manager, admin team leader, facility manager, business development executive or training officer.

What you will study

The L4 NVQ Diploma and L4 Diploma covers a range of business administration skills in:

- *Communicating in a business environment*
- *Managing personal and professional development*
- *Managing an office facility*
- *Resolving administration problems*

Knowledge and Skills you will develop

- *Providing excellence in business administration*
- *Overseeing operational activities*
- *Monitoring and improving business processes*
- *Implementing change within organisations*
- *Managing teams*
- *Monitoring risk*
- *Agreeing budgets*

Behaviours you will develop

Working in business administration requires good communication skills, IT skills and an understanding of the business environment, all of which are covered by this qualification.

Entry requirements

You will need to complete initial assessments in Maths and English and achieve L2 or provided certification at that level

You will need to take part in an interview with a member of our Assessment Team.

You will need to be working in an environment that will provide you with the opportunities to learn and develop skills in a significant business role.

How long will it last?

18 - 24 months

How will it be delivered?

- *You will be assigned an assessor who will deliver the NVQ Diploma Business Administration in the workplace. A tutor will deliver the Diploma in Business Administration.*
- *Employment Rights and Responsibilities will be embedded into the Diploma delivery*
- *You and your employer must demonstrate a commitment to off the job training to support completion of this apprenticeship*
- *Maths and English Functional Skill L2 if required.*

Qualifications gained

- *With the Ass. skill scan. Mandatory units & choices, no tests. Portfolio with ass.*
- *Level 4 NVQ Diploma in Business Administration*
- *Tech. assignments 3 mandatory 2-4 optional*
- *Level 4 Diploma in Business Administration*
- *Employee Rights and Responsibilities*

Progression to further study

Advanced apprentices, with support and opportunities in the workplace, can progress onto:

- *A Higher Apprenticeship in Management and Leadership, Business and Business Management*
- *Foundation Degrees in Business Management*
- *A wide range of other Management, Business and other related undergraduate programmes*

- *With additional training, Higher Apprentices may be able to progress to roles including middle and senior manager, head of department, or a wide range of managerial roles within business.*

Further details

Further details on this framework can be found at:
<http://www.afo.sscalliance.org>

Who to contact

For more information about apprenticeships, funding and training, please contact our Business Development Team on 01704 392817 or email on employer@southport.ac.uk