

Business and Administration

Level 4

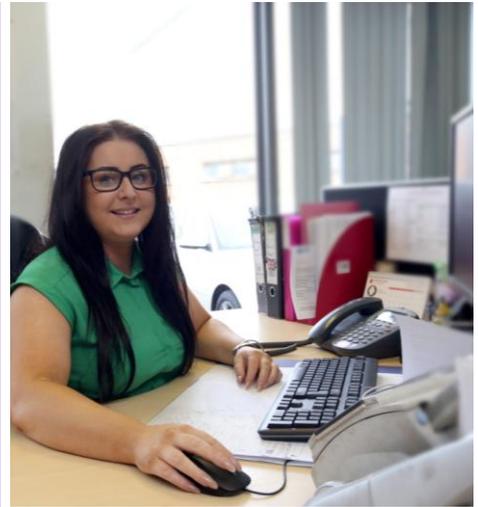
Qualification: Business and Professional Administration **Level:** 4

Entry requirements:

- It is expected you will already be working in an administration role
- Interested in a developing your career

Typical duration: 24 - 26 months

Go further: This apprenticeship provides progression into the following job roles such as Manager, Senior Manager, Director and Head of Department



Course overview:

This Apprenticeship is aimed at individuals who are already working in a Business and Administration environment and would like to push their expertise to the next level. The components in this Apprenticeship are:

- **Level 4 NVQ Diploma in Business and Administration**
- **Level 4 Diploma in Business and Administration**
- **Functional Skills in Maths, English and ICT**
- **Employment rights and responsibilities**
- **Personal learning and thinking skills**

You will study a number of mandatory units as well as choosing optional units to match your job role.

Mandatory units:

- Resolve administrative problems
- Manage the work of an administrative function
- Communicate in a business environment
- Manage personal and professional development

Optional units:

There are a number of units to choose from, here is an example of some of the units you can choose to study:

- Manage information systems
- Manage events
- Negotiate in a business environment
- Manage physical resources
- Develop and implement an operational plan
- Recruitment, selection and induction
- Implement and maintain business continuity plans and processes

English and Maths:

A good standard of English and maths is essential when working in any environment which is why they are included in all apprenticeships.

We will assess your current level of English and maths to identify any support you may need, and depending on your current qualifications, we will agree on the level of English and maths you will need to complete.

This may include taking English and maths qualifications at Level 1 or Level 2, but if your current qualifications mean you don't need to complete further maths or English, we will still help you to develop these skills during your apprenticeship. If you don't have any current qualifications, don't worry, we will support you to achieve these essential skills.

Duration:

The programme is delivered during normal working hours, making it a real opportunity to learn while you earn. Timescales for completion depend on the individual, but the qualification takes a minimum of 24 months.

Assessment:

To achieve a pass for the full qualification, you must achieve all the units in the stated qualification structure; you will do this by producing a portfolio of evidence. You will also take part in Functional Skills Tests for Maths, English and ICT.

About the sector:

Business administration is a key area of business which caters to organisational needs. The term 'administration' covers roles that involve organising people and resources, including Receptionists, Human Resources Assistants, Executive Assistants, Administration Assistants and Data Entry Clerks. Administrators ensure business information is easily accessible and meetings and appointments take place on time, therefore the business runs efficiently, productively and profitably.

Further information:

For vacancies and to apply for an apprenticeship visit our website – www.thesourceacademy.co.uk or call the Apprenticeship Recruitment team on 0114 236 6651.

If you are an employer and you would like to find out more about apprenticeships, contact our Account Managers on 0114 263 6654 or email apprenticeships@thesourceacademy.co.uk

The Source is an equal opportunities employer and positively encourages applications from all eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.