

# Advanced Apprenticeship in Business and Administration

ENTRY LEVEL: 3

DURATION: APPROX. 12 - 24 MONTHS



building better lives



## Introduction

This practical, work-based course will develop your skills and provide you with qualifications related to your job.

## This programme is ideal for...

anyone currently employed in a responsible administration role who wants to develop their performance through hands-on training.

## Course outline

- Level 3 Diploma in Business and Administration
- Level 3 Certificate in principles of Business and Administration
- Level 2 Functional Skills in Maths
- Level 2 Functional Skills in English

## How will I learn?

You'll learn through your day to day work and on-the-job training. You will be assessed on your ability to carry out your responsibilities at work. You will receive flexible, one to one support which is planned to meet your individual needs.

## What skills and knowledge will I develop?

- Effective communication
- Task planning
- Practical 'admin'
- Management
- Improved literacy
- Improved numeracy
- Knowledge of own employment rights and responsibilities

## How will I be assessed?

1. Observation of your performance in the workplace supported by discussions and questioning.
2. Online assessments and exams (technical certificate key skills and/or functional skills).
3. A portfolio of evidence which could be either paper-based or electronic.

## Why choose this course?

This flexible course is tailored to your individual needs. It allows you to develop your competence, confidence and self-esteem. You will also improve your knowledge and understanding of your job role

You will gain a relevant nationally recognised qualification.

## Will I need any special equipment?

No. However if you choose to create an electronic portfolio you will need access to a computer and the internet.

## How do I apply?

For further information about courses please contact Judi on 01484 434800

or visit [www.cmsvoc.co.uk](http://www.cmsvoc.co.uk) or email [courses@cmsvoc.co.uk](mailto:courses@cmsvoc.co.uk)