



LEVEL 4



ONSIDE GROUP Ltd

Business Administration



MERCIA PARTNERSHIP

Overview

Our Level 4 Business Administration Apprenticeship is designed for those looking to develop their Business Administration skills, either in preparation for a new career, or to enhance a current one. The programme is appropriate for various job roles including office managers, human resources managers and administrative supervisors.

Industry Recognised Qualification

On completion of the programme, your employees will be awarded both of the following:

Pearson Level 4 NVQ Diploma in Business Administration

Pearson BTEC Level 4 Diploma in Business and Administration



Learning and Assessment

This programme will last for 15 months, with your employees attending sessions arranged with their learning coach and the business. The frequency of these sessions will depend on which modules are agreed to be undertaken and we will work with you to establish the timetable for your employees sessions.

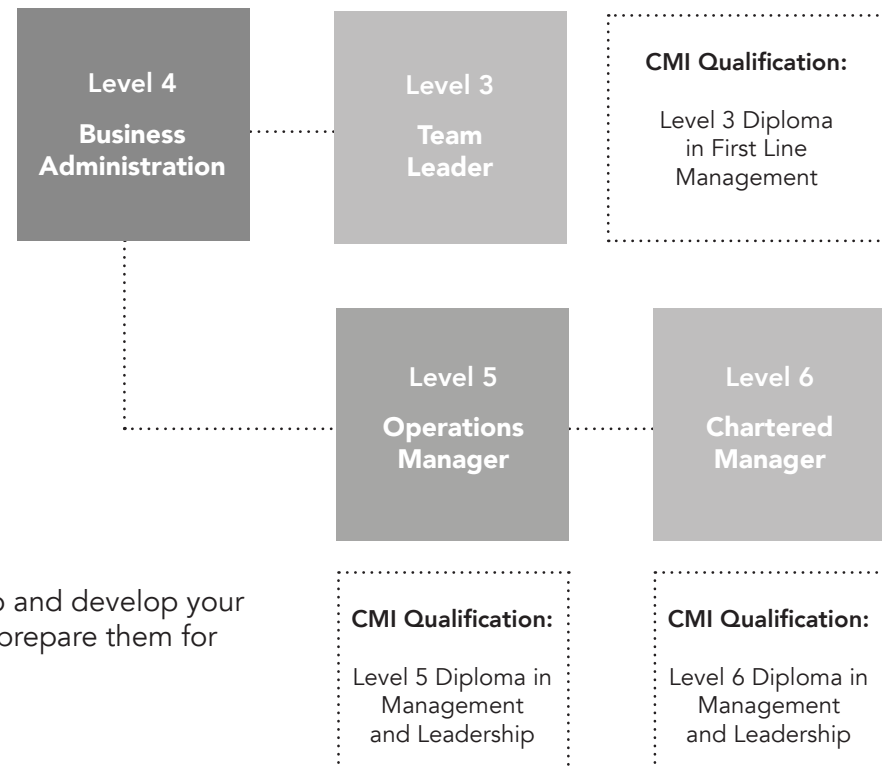
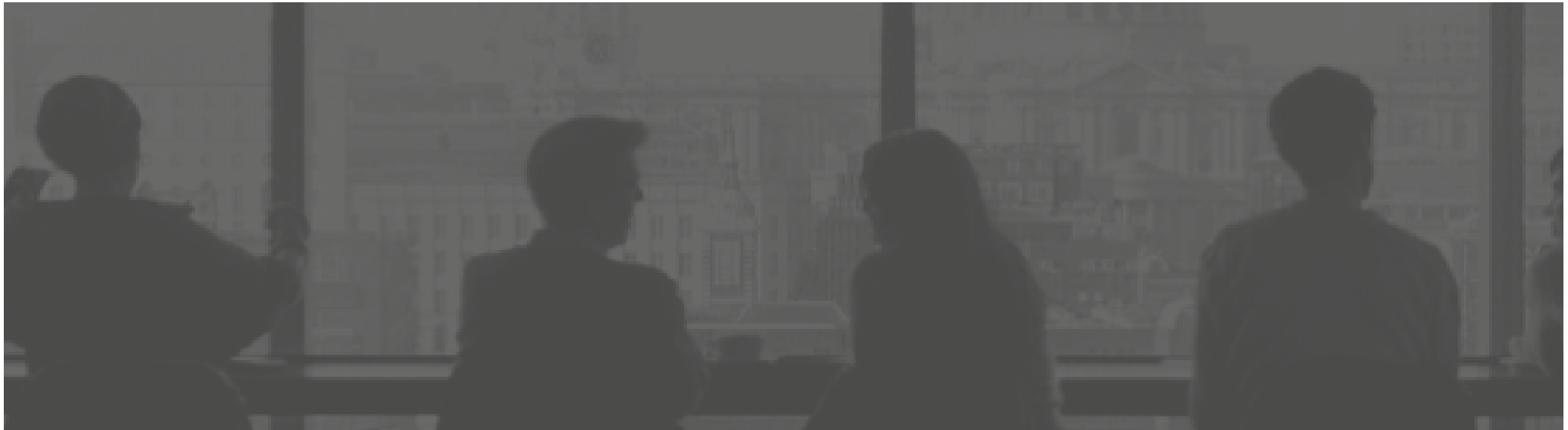
Your employees must submit a portfolio of evidence comprising of workplace tasks, which will relate to evidence gathered throughout the programme.

Entry Requirements

- Must hold 5 GCSEs (graded A* to C or 9 to 4) or equivalent.
- Have Level 2 English and Maths or equivalent.
- Have been a resident in the UK/EEA/EU for the last 3 years.
- Be able to meet the programme modules through their job role.
- Individual employers will set the selection criteria, but this is likely to include; A levels, a level 3 Apprenticeship or other relevant qualification, relevant experience and/or an aptitude test.

Job Roles

Senior Executive Assistant
Administrative Support Supervisor
Office Support Executive
Senior Coordinator
Support Specialist
Senior Support Executive



Business Administration Pathway

Our Pathway to progression means we have designed our programmes to equip and develop your staff with the skills your business needs them to have. This programme will also prepare them for the next step in their career.

Module Overview

There are seven mandatory modules which introduce advanced business theory and the fundamentals of Business Administration. 3 modules from Pearson BTEC Level 4 Diploma in Business and Administration and 4 modules from Pearson Level 4 NVQ Diploma in Business Administration.

Business Administrative Systems

This knowledge module works around Business Administrative Systems and teaches learners to understand administrative systems, understand how system thinking can affect the administrative performance of organisations and understand the role of policies and procedures when it comes to meeting customer requirements.

Communicating in Business

This module sees learners covering multiple concepts such as the ability to understand the principles of effective communication within an organisation. Learners will also understand the importance of communication within an organisation.

Managing Self Development

In this module learners will begin to understand how Continuous Professional Development (CPD) can influence personal effectiveness. They will also understand their own values, career and personal goals in relation to a work role, also understand how they can monitor & evaluate development activities.

Resolve Administrative Problems

In this module, learners will understand the principles behind the resolution of administrative problems, be able to identify administrative problems and then be able to resolve them.

Manage the Work of an Administrative Function

This module teaches learners to manage work by understanding the principles of effective communication in organisations and then also understanding its role within an organisation.

Communicate in a Business Environment

Learners will work on communication within this module. They'll research and understand business communication models, systems and processes to enable them to communicate, in writing and verbally, across the whole business.

Manage Personal and Professional Development

In this module, learners will identify personal and professional development requirements, being able to fulfil a personal and professional development plan. They will also be able to maintain the relevance of a personal professional development plan.



20% off-the-job Training

Our programme design facilitates off-the-job learning so we can support you to evidence the 20% off-the-job training requirements stated in the apprenticeship funding rules.

*Please note - These are just some of the examples of 20% off-the-job training, to discuss further please contact us on:

01257 278 131

Activity	Examples of valid off-the-job training
Classroom sessions / Lectures	Block or day release
Workshops and masterclasses	Interactive workshops involving employers
Simulation exercises	Business models
Online learning	On-line training modules and support materials
Shadowing	In work or new departments / locations
Coaching	Support from Line Managers / colleagues
Industry visits	Within sector or outside of the work roles
Writing assessments / assignments workbooks	Short exercises or long project reports
Numeracy and literacy training required to perform the job	English and Maths related to the job role
Preparing for professional discussion	In support of portfolio work or job-related
Gathering evidence for portfolio of evidence	Recording learning and training

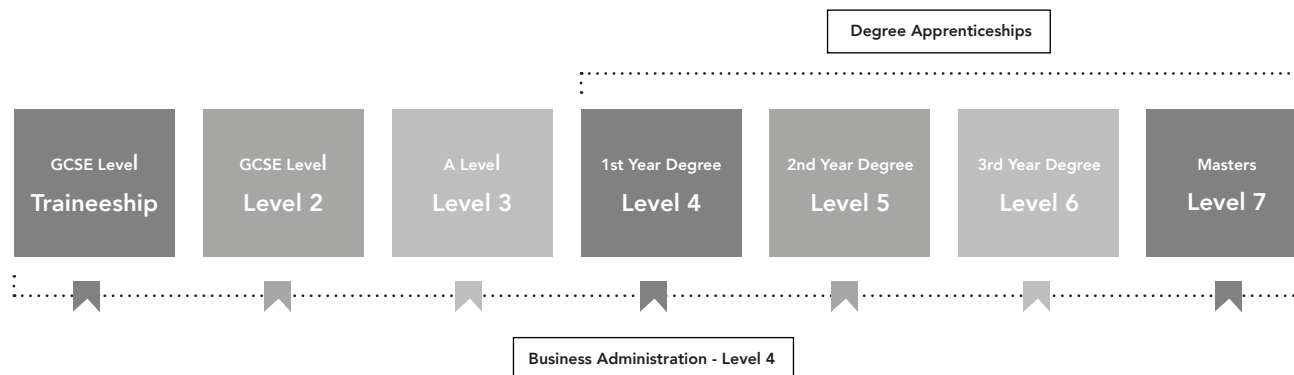


A Career path from Mercia Partnership

Our programme design facilitates off-the-job learning so we can support you to evidence the 20% off-the-job training requirements stated in the apprenticeship funding rules.

Mercia Partnership Apprenticeship programmes are designed with career pathways, from GCSE level right up to attaining a degree.

We aim to give employees fundamental skills that allow high performers to progress in multiple directions – depending on their career aspirations and development opportunities in your business.



Notes:



MERCIA PARTNERSHIP



ONSIDE GROUP Ltd

Office: 01257 278 131 Mobile: 07391 353 968

Email: floyd.mills@merciapartnership.co.uk

Suite 30, Newhaven Enterprise Centre, Denton Island, Newhaven, BN9 9BA