

BUSINESS AND PROFESSIONAL ADMINISTRATION HIGHER APPRENTICESHIP LEVEL 4



DURATION: 15-18 months

DAYS IN COLLEGE: Work-based learning only

START: Flexible

SUBJECT OVERVIEW

A higher apprenticeship will offer you a different, work-based route into professions that traditionally were the preserve of university graduates. Not only this, but you will have had three to four years' extra work experience in these careers than a graduate entering by the traditional route. The Level 4 Diploma in Business & Administration, part of the Higher Apprenticeship in Business & Professional Administration, is aimed at experienced business professionals such as office managers, admin team leaders and business development executives. You will study a range of units relevant to your work, which could include communicating in business, resolving administration problems and culture and ethics in a business environment.

ENTRY REQUIREMENTS

You must be able to demonstrate ability equivalent to or exceeding Level 2 in English and maths. This requirement may be met through the achievement of Level 2 functional skills, equivalent GCSEs, O Levels, A Levels or AS Levels, or an initial assessment which demonstrates the required ability.

COURSE CONTENT

During this apprenticeship you will study a range of topics, which could include:

- Communicate in a business environment
- Resolve administration problems
- Manage the work of an administrative function
- Evaluate and improve own performance in a business environment
- Managing sustainability and risk
- Communicating in business
- Culture and ethics in a business environment
- Business administration systems
- Managing people and performance in a business environment
- Managing business facilities

ASSESSMENT METHODS

You will be assessed in the work place through observation, case studies, work product and witness testimony.

QUALIFICATIONS

You will gain the following qualifications:

- **Business & Administration OCR Level 4 Diploma (Knowledge qualification)**
- **Business Administration OCR Level 4 NVQ Diploma (Competence qualification)**

FURTHER STUDY AND CAREER OPTIONS

Further study: On successful completion you could progress on to the Level 5 Higher Apprenticeship in Management & Leadership or undertake business related or other qualifications, including foundation degrees in business, business management or business administration. You could also take specialised qualifications providing additional technical knowledge and become a member of professional bodies in order to further your employment opportunities.

Future careers: With additional training, you may be able to progress to roles including operations director, business development manager, company secretary or a wide range of managerial roles within business.

ADDITIONAL INFORMATION

Inclusion

Bedford College actively seeks to promote equality of access to education and training and to provide support where appropriate. Employers are made aware that apprentices have the same rights to protection against discrimination, harassment and victimisation under the Equality Act 2010 as employees.

Apprentices who have disclosed a disability covered by Equality legislation have the right to request reasonable adjustments in the workplace. We will work with employers to ensure that appropriate adjustments are agreed and established to facilitate this.

At the College we provide additional support for students and apprentices who have a specific learning difficulty or disability.