



Qualification:	Apprenticeship - Level 4 Diploma in Business and Professional Administration
Duration:	15 months
Dates:	On demand
Location:	Workplace or Pembrokeshire College
Price:	No Cost

COURSE AIM:

An Apprenticeship is a job with an accompanying skills development programme designed by employers in the sector. It allows the apprentice to gain technical knowledge and real practical experience, along with essential skills, required for their immediate job and future career. These are acquired through a mix of learning in the workplace, formal off the job training and the opportunity to practice and embed new skills in a real work context.

The qualification is designed to reflect the current and future needs of employers. It is expected that higher apprentices will have significant experience of working in a business environment to ensure they have the suitable foundations on which to further build their knowledge and skills.

ENTRY REQUIREMENTS:

To encourage diversity in the workforce there are no formal entry conditions for this framework. However, an initial assessment of each learner's suitability for entry to the Apprenticeship will be undertaken prior to enrolment.

SUITABLE FOR:

- Office manager
- Administration team leader
- Personal assistant
- Business development executive

COURSE CONTENT:

Business & Professional Administration – minimum of 115 credits

- 57 credits for Competence qualification - C1 - Level 4 NVQ Diploma in Business Administration
- 40 credits for Knowledge qualification - K5 - Level 4 Diploma in Business and Professional Administration
- 18 credits for Essential Skills Communication, Application of Numbers, and ICT – Level 2

Learners must also complete an Employee Rights and Responsibilities (ERR) booklet

**PROGRESSION:**

- The Level 5 Higher Apprenticeship in Leadership & Management
- Further or higher education to undertake business related or other qualifications, including foundation degrees in areas such as business and business management

