



Scottish Business & Administration Modern Apprenticeship (BAMA)

Guide to Centre and Candidate Registration and Certification Procedures for the 2005 BAMA framework

May 2005

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Business & Administration Modern Apprenticeship (BAMA)

BAMA Centre and Candidate
Registration and Certification Procedures for Scotland

1. Introduction

This guide has been developed to support Modern Apprenticeship Centres (MACs) who wish to deliver the 2005 Business & Administration Modern Apprenticeship. This guide outlines the procedures centres are required to complete when registering to deliver the 2005 BAMA framework and when registering individual candidates on the 2005 framework. It also contains all the necessary forms BAMA centres will be required to complete.

2. CfA Contact Details

CfA
6 Graphite Square
Vauxhall Walk
London
SE11 5EE

Tel: 020 7091 9620
Fax: 020 7091 7340
Email: info@cfa.uk.com
Website: www.cfa.uk.com

3. BAMA – Centre Registration

For each registered Business & Administration Modern Apprentice (BAMA) in Scotland there must be a designated BAMA Centre, approved by and registered with the CfA. The centre may be the employer of the apprentice or a separate organisation such as a training provider, College of FE, or similar.

In order to be approved, organisations must make a formal application to the CfA, seeking registration and establishing that the centre satisfies the following criteria:

Either

- 1 Be approved by an appropriate Awarding Body as a centre for the assessment of the S/NVQ in Business & Administration (and those Scottish Core Skills which are being separately certificated)

or

- 2 Be capable of demonstrating a contractual relationship with another approved centre for the assessment of those units for which the centre does not have approval from an appropriate Awarding Body.

In addition

- 3 Be accredited with the Scottish Quality Management System standard (SQMS) or working towards SQMS approval

and

- 4 Be committed to the implementation of the BAMA and prepared to support the CfA where appropriate in the provision and marketing of the Modern Apprenticeship.

A copy of the 2005 BAMA Centre Registration Form is attached at Appendix A.

BAMA Centre Roles and Responsibilities

Organisations wishing to become BAMA centres that have yet to obtain the necessary Awarding Body approval for assessment should first contact the Awarding Body direct.

Organisations wishing to be accredited with SQMS should contact their LEC.

In addition to the assessment of the modern apprentice against the relevant standards set by the selected framework outcomes, the BAMA centre has responsibility for:

- Entering into a formal training agreement with the employer and modern apprentice.
- Registration with an appropriate Awarding Body of the modern apprentice as candidate for the relevant mandatory (level 3) S/NVQ in Business & Administration and other selected units as appropriate.
- Registration of the apprentice with the CfA.
- Application on behalf of the modern apprentice for final certificate of modern apprenticeship accomplishment.
- Informing the CfA of any material alterations to the modern apprentice's training plan or desired changes to the selected framework outcomes.

CfA Roles and Responsibilities

CfA will confirm in writing within 2 weeks of application approval of a BAMA centre.

The CfA will maintain a database of BAMA centres for the delivery of the framework within Scotland, which will be available for employers and others.

In addition the CfA will work with the appropriate Awarding Bodies to ensure that quality assurance is maintained within the registered BAMA centre.

4. BAMA - Candidate Registration and Certification

All BAMA Apprentices must be registered with the CfA. The cost of candidate registration is £50. This charge will also include the cost of BAMA completion certificate.

BAMA Centre Roles and Responsibilities

The approved BAMA centre must register any BAMA candidates with the CfA before the first Skillseekers milestone or within 8 weeks of starting their apprenticeship (whichever is sooner). The BAMA centre is required to submit the following information to the CfA:

- BAMA Candidate Registration Form
- Completed Modern Apprentice Training Agreement
- Completed Modern Apprentice Training Plan
- A cheque for £50 for each candidate registered

A copy of the BAMA candidate registration form, sample Training Agreement and sample Training Plan are attached at Appendix B, C and D respectively.

During the apprenticeship the BAMA centre will inform the CfA of any changes to the apprentice's training plan and any early leavers, i.e. those who have not completed their training plan. A copy of the leaver form must be sent to the CfA in these circumstances.

A copy of the BAMA certificate request Form and early leaver form is attached at Appendix E.

On completion of the BAMA framework, the BAMA centre will submit the following information to the CfA:

- Completed BAMA Certificate Request Form
- Certificated evidence of the qualifications achieved as part of the BAMA framework

CfA Roles and Responsibilities

The CfA will confirm BAMA candidate registration within 4 weeks of receipt of all relevant documentation. The CfA will:

- Allocate a unique registration number to each BAMA candidate registered
- Notify the BAMA centre of the candidates registration number

On receipt of a request for a BAMA Completion Certificate, the CfA will issue the BAMA completion certificate within 4 weeks of receipt of all relevant documentation and evidence.

**Scottish Business & Administration Modern Apprenticeship
Centre Registration Form for the 2005 Framework**

Please print clearly and use black ink. Complete both sides of the form making full reference to the 2005 CfA Scottish BAMA Framework enclosing:

- Copies of letters from your awarding bodies confirming approval to deliver the mandatory outcomes of the BAMA framework, or evidence of a contractual relationship with an approved centre
- Copy of Scottish Quality Management Standard (SQMS) Certificate, if applicable
- Cheque or purchase order to cover the cost of Centre Registration to the value of £250

Section 1: Centre Details

Centre Name: Centre No.:

Centre Address:

 Postcode:

Telephone: Fax:

Email: Web:

Named Contact:

Job Title: Direct Line:

Name of LEC/s :

I confirm that we will comply with the requirements of the framework. I understand that the CfA has the right to withhold or withdraw registration should any of the requirements for registration be under question.

Signed: Position:

Print Name: Date:

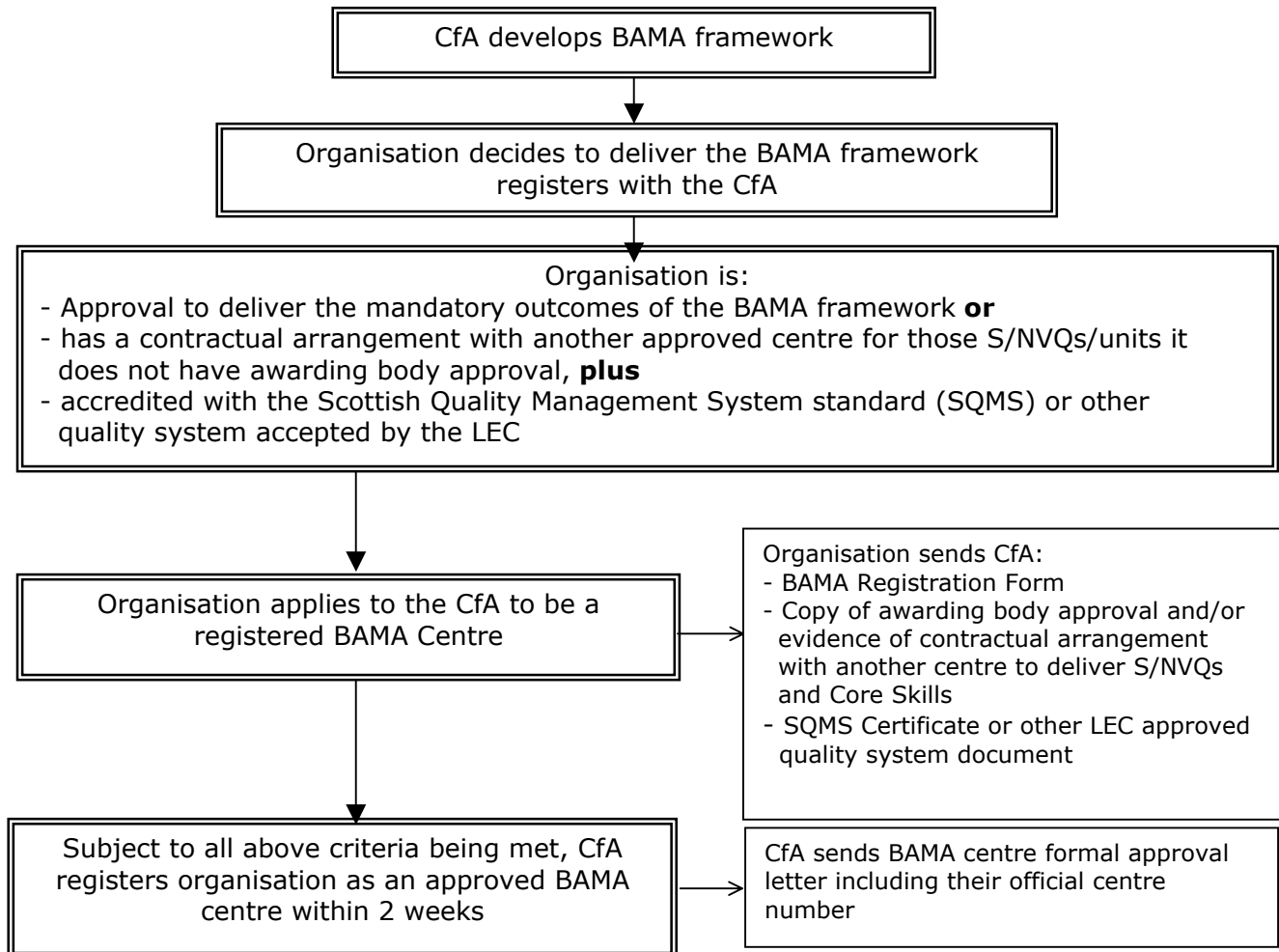
Section 2: BAMA Mandatory Outcomes

With reference to the BAMA Mandatory outcomes of the CfA 2005 BAMA Framework, please complete the following table and enclose evidence of accreditation from the appropriate Awarding Bodies or partnerships with other organisations.

Mandatory Outcomes		Awarding Body	Centre Number
S/NVQ Business & Administration Level 3			
Core Skills	Level		
Communication	Int 1		
Numeracy	Int 1		
Information	Int 1		
Technology	Int 1		
Problem Solving	Int 1		
Working With Others			
<i>All Core Skills must be separately certificated</i>			
Enhancements (Please provide details): <ul style="list-style-type: none"> • Other optional units from the SVQ/NVQ3 in Administration • Units from other relevant SVQ/NVQs at level 2 or above • Core Skills at a suitable level • Relevant short courses at a suitable level • Employer-devised training programmes • Units or modules from relevant professional qualifications 			

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Business & Administration Modern Apprenticeship (BAMA) Centre Registration Flowchart



**Scottish Business Administration Modern Apprenticeship
Candidate Registration Form for the 2005 Framework**

The 2005 BAMA candidate registration form, together with copies of the Individual Training Plan or LEC Training Plan and Training Agreement, must be sent to the CfA **before the first Skillseekers milestone, or within the first 8 weeks of the Apprentice starting on programme.**

The cost of registration is £50 and includes certification on completion. A cheque or purchase order to the value of £50 must accompany this form.

Section 1: Modern Apprentice Details

(Please print clearly and ensure all sections are completed in full.)

Name of Apprentice: _____

Home Address: _____

Date of Birth: _____ BAMA Start Date: _____

Job Title: _____ Email Address: _____

Section 2: Equal Opportunities Monitoring

(Please tick one)

Gender

- Male
- Female

Ethnic Background

- White
- Black African
- Black Caribbean
- Indian
- Bangladeshi
- Pakistani
- Chinese
- Other

Registered Disability

- Yes
- No

If yes, please state the nature of the disability: _____

Section 3: Centre & Employer Details

BAMA Centre Name: BAMA Centre No.:

Named Contact:

Job Title: Phone Number:

Name of Employer :

Name of Employer Contact:.....

Sector: Accounting/ Finance Property/ Construction
 Education/ Training Manufacturing/ Engineering
 Recruitment Utilities/ Services
 Media/ Communication Health/ Social Services
 Retail/ Distribution Legal
 Transport/ Storage Hotel/ Catering
 Public Services Voluntary
 Other:

Employer's Address:
.....Postcode:.....

Employer's Phone Number:.....Email:.....

Name of LEC:.....

Did the Apprentice attract Skillseeker funding: Yes No

Have you enclosed the candidate's individual training plan: Yes No

Have you enclosed the candidate's training agreement: Yes No

Section 4: BAMA Mandatory Outcomes

With reference to the 2005 BAMA Mandatory outcomes, please complete the following table.

Mandatory Outcomes		Awarding Body	Start Date	Estimated End Date
S/ NVQ Business & Administration at Level 3				
Core Skills:	Level			
Communication	Int 1			
Numeracy	Int 1			
Information Technology	Int 1			
Problem Solving	Int 1			
Working With Others	Int 1			
<i>*All core skills must be separately certificated</i>				
Enhancements (Please provide details):				
<ul style="list-style-type: none"> • Other optional units from the SVQ/NVQ3 in Administration • Units from other relevant SVQ/NVQs at level 2 or above • Core Skills at a suitable level • Relevant short courses at a suitable level • Employer-devised training programmes • Units or modules from relevant professional qualifications 				

For office use only

Date received:

Registration Date:

Centre Number:

Notes:

PLEASE NOTE ALL CANDIDATE REGISTRATIONS WILL BE PROCESSED 4 WEEKS FROM RECEIPT OF ALL RELEVANT INFORMATION

Please return to:

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Tel: 020 7091 9620 Fax: 020 7091 7340

info@cfa.uk.com www.cfa.uk.com

**Business Administration Modern Apprenticeship
MODERN APPRENTICESHIP TRAINING PLAN**

Please return both the Training Plan and Agreement with the candidate's registration form.

The Modern Apprenticeship Centre

Name:	Centre Number:
Address:	
Telephone:	
Contact:	

The Modern Apprentice

Full name:
Home address:
Work address:
Date of birth:

The Employer

Name:
Address:
Telephone:
Contact:

The Local Enterprise Company

Name:
Address:
Telephone:
Contact:

Business Administration Modern Apprenticeship framework selected outcomes

Mandatory outcomes

S/NVQ Business & Administration Level 3 (Specify units being undertaken, both mandatory and optional)		Timescale From/to:

Core Skills		Timescale From/to:
1	Communication @ Intermediate 1	
2	Numeracy @ Intermediate 1	
3	Information Technology @ Intermediate 1	
4	Problem Solving @ Intermediate 1	
5	Working with Others @ Intermediate 1	
* All core skills must be separately certificated		

Enhancements (please specify)		Timescale From/to:

N.B The Training Plan may be modified to reflect changing circumstances.

Summary of Modern Apprentices accredited prior learning

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Training and Assessment Programme

TRAINING PROGRAMME			ASSESSMENT PROGRAMME	
Start date	Training topic and method	End date	Assessment summary	Target completion date

Review programme

Persons involved in review	Proposed dates for review of progress					
Employer representative						
BAMA representative						
Modern Apprentice						

If you require assistance in completing this form, please contact:

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**Business Administration Modern Apprenticeship
MODERN APPRENTICESHIP TRAINING AGREEMENT**

This Training Agreement is entered into by:

Name of Employer:	
Name of Modern Apprentice:	
Name of Modern Apprenticeship Centre:	

The **Employer’s responsibilities** are to:

- 1 employ the modern apprentice subject to the employer’s usual terms and conditions of employment;
- 2 provide the modern apprentice with the facilities, training and work place opportunities necessary to achieve the selected framework outcomes specified in the apprentice’s personal training plan;
- 3 pay the modern apprentice an agreed salary which reflects the obligations of the employer and the opportunities for the apprentice;
- 4 in the event of the employer becoming unable to retain the modern apprentice after completion of the apprenticeship, to use reasonable endeavours to secure employment elsewhere;
- 5 in the event of the apprenticeship being terminated prematurely by either the employer or modern apprentice for any reason other than dismissal for unsatisfactory performance or misconduct, to use reasonable endeavours to secure employment and continuation of this apprenticeship elsewhere;
- 6 operate a formal Health and Safety policy and undertake the necessary legal and contractual responsibilities for health and safety of the modern apprentice; and
- 7 operate an Equal Opportunities policy which meets all legal requirements.

The **Modern Apprentice’s responsibilities** are to:

- 1 work for the employer in accordance with the agreed terms and conditions of employment;
- 2 undertake training, attend courses if required, keep records, and take tests to be determined by the employer and/or Modern Apprenticeship Centre, and carry out such work as may be required in order to achieve the selected framework outcomes specified in the apprentice’s personal training plan;
- 3 be diligent, punctual, behave in a responsible manner and in accordance with the requirements of Health and Safety legislation relating to the apprentice’s responsibilities as an individual; and
- 4 promote at all times the employer’s best interests.

The **Modern Apprenticeship Centre’s responsibilities** are to:

- 1 agree the content of the modern apprentice’s personal training plan as confirming that the elected framework outcomes and training plans meet the criteria of this modern apprenticeship
- 2 contract with the employer to provide the training and assessment necessary to enable the modern apprentice to achieve the selected framework outcomes specified in the apprentice’s personal training plan; and
- 3 use its best endeavours to ensure that the employer provides the modern apprentice with the facilities, training and work place opportunities necessary to achieve the selected framework outcomes specified in the apprentice’s personal training plan.

This agreement to be signed by all parties:

Employer		Date:
Modern Apprentice		Date:
Modern Apprenticeship Centre		Date:

**2005 Business & Administration Modern Apprenticeship (BAMA)
Certificate Request / Early Leaver Form**

You must complete all sections of this form. This form should be completed:

- if the candidate leaves prior to completion of their BAMA
- following completion of the BAMA

PART 1 (to be completed for all leavers)

Please **print clearly in block letters** and **use black ink** to avoid any mistakes appearing on the certificate. Please note that the re-issuing of incorrect certificates will be charged at £10.

Apprentice Details

Name of Apprentice:

Framework Approval Date: 2002 / 2005

Date of Birth: Sex: M / F

BAMA Start Date:..... BAMA Completion Date:

Delivered with: Name of Employer:

Name of Provider:

Name of LEC:

Did the apprentice attract Skillseeker funding: Y / N

Qualifications achieved (please indicate which of the following the apprentice achieved)

S/NVQ	Awarding Body	Start Date	End Date
Business & Administration Level 3			
Core Skill (all required at Intermediate 1)	Awarding Body	Start Date	End Date
Communication			
Numeracy			
Information Technology			
Problem Solving			
Working with Others			
<i>All core skills must be separately certificated for the Framework</i>			
Enhancements	Awarding Body	Start Date	End Date

Completion of BAMA: Yes No

If no, reason for leaving before completing BAMA:

Please indicate which of the following best describes the destination of the learner at the end of their learning with you (to be completed for all apprentices).

Destination	✓	Destination	✓
Employed (same business)		Unemployed	
Employed elsewhere (same/related occupations)		Injury/Illness	
Employed elsewhere (unrelated occupations)		Destination unknown	
Entered Further Education		Other, specify below	
Entered Higher Education			

PART 2: BAMA Evidence (only to be completed for candidates who have achieved their BAMA framework)

Please ensure that copies of certificates are provided for all of the following:

- NVQ/SVQ in Business & Administration Level 3
- All 5 Core Skills at Intermediate 1
- Two certificated enhancements

PART 3: BAMA Signatory

The CfA requires the BAMA Centre to sign this form as part of the quality assurance procedure.

The BAMA Centre should satisfy itself that the apprentice has fulfilled the requirements of the 2005 BAMA framework and provide the CfA with copies of all relevant certificates.

I certify that the apprentice has achieved all the mandatory outcomes and selected enhancements of the framework.

Signature: Name:.....

Position:..... Date:

Certificates will be returned to the BAMA Centre. Please provide details of the correct postal address

Name and Address:

.....

..... **Postcode:**

PLEASE NOTE ALL BAMA CERTIFICATES WILL BE PROCESSED WITHIN 4 WEEKS FROM RECEIPT OF ALL RELEVANT INFORMATION

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