

2009 Business Administration Modern Apprenticeship (BAMA) Level 2 Consultations

Colleges and Training Providers

The CfA is the national standard setting body for Business & Administration skills. It is responsible for ensuring that the Business Administration Modern Apprenticeship (BAMA) frameworks deliver the essential Business & Administration skills employers' need.

In its skills strategy "Skills for Scotland" (September 2007), the Scottish Government stated its intention to phase out the Skillseekers programme and to extend Modern Apprenticeships to SVQ level 2 (SCQF 5) where a demand could be shown for an apprenticeship at this level.

The BAMA Level 3 has proved a popular apprenticeship with around 1000 registrations in Scotland each year. There are an additional 1000 Skillseeker candidates working toward the level 2 SVQ in Business and Administration. The CfA is undertaking a consultation with Scottish employers, colleges and private training providers in order to quantify the demand for a BAMA Level 2 and to gain views as to the preferred content of such an apprenticeship. This information will support the development of a BAMA Level 2 framework which will be designed to improve productivity, business performance and opportunities to enhance the skills and social wellbeing of the Scottish Business & Administration workforce.

This questionnaire has three sections will take approximately 10 minutes of your time.

Section A: You and Your Organisation

Section B: Use of the BAMA Level 2 framework

Section C: Content of the BAMA Level 2 Framework

This is your opportunity to influence the shape of the new Level 2 BAMA framework. The deadline for completion of this questionnaire is **Friday 27th February 2009**.

Please return your completed questionnaire by email, fax or post to:

Email: Uta.sempf@cfa.uk.com

Fax: **020 7091 7340**

Post: **CfA**

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Vauxhall

London

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If you require any assistance in completing this questionnaire, please contact Uta Sempf at the CfA on 020 7091 9634 or Uta.sempf@cfa.uk.com

We look forward to receiving your comments and thank you in advance, for your support.

Please note all information will be regarded as confidential.

Section A: You and Your Organisation

A1	First name:		Surname:	
	Occupation:		Email:	

A2	Organisation name:	
	Address:	
	Postcode:	
	Telephone:	
	Fax:	

A3	<input checked="" type="checkbox"/>	How would you describe your organisation? (please tick or place an X in the Column on the left)
	<input type="checkbox"/>	Private Sector Company <i>please specify sector:</i>
	<input type="checkbox"/>	Public Sector Company <i>please specify sector :</i>
	<input type="checkbox"/>	Training Provider
	<input type="checkbox"/>	College
	<input type="checkbox"/>	University
	<input type="checkbox"/>	Government Body or Agency
	<input type="checkbox"/>	Voluntary Body
<input type="checkbox"/>	Other, <i>please specify:</i>	

A4	<input checked="" type="checkbox"/>	Do you currently deliver the BAMA Level 3 framework (please tick or place an X in the Column to the left)?
	<input type="checkbox"/>	Yes
	<input type="checkbox"/>	No

A5	<input checked="" type="checkbox"/>	Do you currently deliver the Skillseekers Business & Administration level 2 programme (please tick or place an X in the Column to the left)?
	<input type="checkbox"/>	Yes
	<input type="checkbox"/>	No

A6		If yes to Question A5, please answer the following questions. If no to question A5, please go to section B.
		How many Business & Administration Skillseeker candidates do you currently have?
	Insert no.	
A6		If you are a provider of training, how many employers do you currently have for whom you provide Business & Administration training via Skillseekers?
		Insert no.

A7	In total, how many learners have started and completed on the Skillseekers Business & Administration level 2 programme in the last three years?	
	Started	Completed

Section B: Use of the BAMA Level 2 framework

B1	<input checked="" type="checkbox"/>	Is your organisation likely to use a Business & Administration Level 2 MA framework? (Please tick or place an X in the Column on the left) If your answer is YES please go to Question B2 If your answer is NO please go to Question B4
		Yes
		No

B2		How many Business & Administration Level 2 Modern Apprentices will your organisation recruit each year? (Insert number).
	Insert no.	

B3	<input checked="" type="checkbox"/>	What will be the business benefits to an employer of using the Business & Administration Level 2 Modern Apprenticeship? (Please tick or place an X in the Column on the left).
		Improves the skill set of the organisation
		Increases productivity
		Improves business performance
		Improves employee retention rates
		Supports career planning and progression
		Contributes to the corporate social responsibility agenda

Now go to Section C

B4	<input checked="" type="checkbox"/>	Why would your organisation not use the BAMA Level 2 framework? (Please tick or place an X in the Column on the left).
		It would be hard for us to provide structure & resources for successful BAMA Level 2 delivery
		The training needs of our employers are best met in a different way
		It would be difficult to find reliable/disciplined/motivated apprentices at this lower level
		We do not think that there will be sufficient demand for an apprenticeship at this lower level
		Other, please specify:

Section C: Content of the BAMA Level 2 Framework

All level 2 Modern Apprenticeships must contain:

- An SVQ Level 2 – for the BAMA this would be Business & Administration Level 2
- All five Scottish core skills at a minimum level of Access 3 (SCQF 3)

In addition it is possible to add additional mandatory employer requirements (known as enhancements).

For comparison, the BAMA Level 3 framework is currently made up of 3 mandatory components; the SVQ Business & Administration Level 3, five Core Skills all at Intermediate 1 (SCQF 4) and two enhancements.

Core Skills

Transferable skills (listed below) are delivered in the BAMA framework through the completion of Core Skills.

C1	Yes	No	Is achievement of the Core Skills at Access 3 (SCQF 3) appropriate for the BAMA Level 2 framework? (Please tick or place an X in the appropriate Column on the left for each Core Skill).	
			Communication	<ul style="list-style-type: none"> • Read, understand and evaluate a simple document related to your work • Produce a document, or related documents which convey several pieces of information, opinions or ideas • Either take part in a simple discussion on a topic related to your work or give a short presentation on a work related topic to one or more people
			Numeracy	<ul style="list-style-type: none"> • Carry out a variety of simple number tasks related to your work which involve calculations requiring one or two steps • Read and use a simple scale on a graph or a familiar measuring instrument • Use graphical formats to find out and communicate information
			Information & Communication Technology	<ul style="list-style-type: none"> • Carry out ICT activities related to your work which involve simple operations • Carry out simple ICT activities related to your work which involve using menu-based applications software • Use ICT to find information relevant to your work • Show you know about safe practice in using ICT to handle information
			Problem Solving	<ul style="list-style-type: none"> • Investigate reasons why a simple problem related to your work has arisen • Plan, organise, and carry out a simple activity to deal with the problem • Check how well your approach to the problem solving activity worked in practice
			Working with Others	<ul style="list-style-type: none"> • Work co-operatively with at least one other person who may be a colleague, client or customer to achieve a common goal • Check how well you contributed to the co-operative activity and/or activities
	If you have answered no for any of the above core skills please justify your answer here			

Enhancements

Enhancements may be

- An additional unit from the SVQ 2 in Business & Administration
- An additional unit from the SVQ 3 in Business & Administration
- A unit from other relevant SVQs at level 2 or above
- One Core Skill at a higher level than specified in the framework
- Relevant short courses at a suitable level
- A unit from PC Passport or ECDL
- Employer-devised training programmes (endorsed by Cfa)
- A Unit or module from a relevant professional qualification

C2	✓	Does the completion of an enhancement as part of the BAMA Level 2 framework add value to the overall Apprenticeship for both the employer and the learner? (Please tick or place an X in the Column on the left).
		Yes
		No
		Don't know
		Other comments, please specify:

Progression

C3	✓	What do you see as the progression routes for those who successfully complete a BAMA Level 2? (Please tick or place an X in the Column on the left).
		BAMA L3
		L3 MA in other area (eg accounting, IT, marketing)
		Employment in a job at SVQ level 2
		National Certificate at SCQF 5
		National Progression Award at SCQF 5
		SVQ level 2 in other area (eg accounting, IT, marketing)
		Professional body qualifications eg accounting
		Other, please specify:

Additional Comments	Please add comments on any aspect of BAMA Level 2 which have not been covered by your answers to the above questions:
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The CfA would like to thank you for taking the time to complete this questionnaire.

Please return completed questionnaires to:

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Fax: 020 7091 7340
Post: Uta Sempf
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