

### Apprenticeship in Business & Administration

Framework sector code 102	NVQ Mandatory Outcome	Key Skills Mandatory Outcome	Key Skills Documentary Evidence	Technical Certificate	Additional Employer Requirements	Employment Responsibility and Rights delivery and mandatory evidence
<b>Old Framework (2002 Version)</b>  No new starts after 31 <sup>st</sup> July 2005	NVQ Administration Level 2	Application of Number 1 Communication 2	Test and portfolio of evidence required.  Concessions available if proxy qualifications are presented.	Level 2 Administration Technical Certificate)	2 Enhancements (1 IT related Skill mandatory)	Induction Workbook to be completed by all apprentices. The employer must sign the CfA declaration of completion.
<b>New Framework (2005 Version)</b>  Implemented on 1 <sup>st</sup> August 2005	NVQ Business & Administration Level 2	Application of Number 1 Communication 2	Test and portfolio of evidence required.  Concessions available if proxy qualifications are presented.	Level 2 Business & Administration Technical Certificate	None	Integrated into Technical Certificate – no need for separate delivery.
Transfer Arrangements	The effective date for implementation of the 2005 BA Apprenticeship Framework is 1st August 2005. All apprentices recruited after this date must be registered for the 2005 Framework.  Learners on the 2002 BA Apprenticeship have until the <b>31<sup>st</sup> July 2007</b> to complete their full frameworks.  No claims for certification against the 2002 BA Apprenticeship framework will be accepted for apprentices who complete any component of their apprenticeship after <b>31<sup>st</sup> July 2007</b> .					

### Advanced Apprenticeship in Business & Administration

Framework sector code 102	NVQ Mandatory Outcome	Key Skills Mandatory Outcome	Key Skills Documentary Evidence	Technical Certificate	Additional Employer Requirements	Employment Responsibility and Rights delivery and mandatory evidence
<b>Old Framework (2002 Version)</b>  No new starts after 31 July 2005	NVQ Administration Level 3	Application of Number 2 Communication 3	Test and portfolio of evidence required.  Concessions available if proxy qualifications are presented.	Level 3 Administration Technical Certificate	2 Enhancements (1 IT related Skill mandatory)	Induction Workbook to be completed by all apprentices. The employer must sign the CfA declaration of completion.
<b>New Framework (2005 Version)</b>  Implemented on 1 <sup>st</sup> August 2005	NVQ Business & Administration Level 3	Application of Number 2 Communication 2	Test and portfolio of evidence required.  Concessions available if proxy qualifications are presented.	Level 3 Business & Administration Technical Certificate	None	Integrated into Technical Certificate – no need for separate delivery.
Transfer Arrangements	<p>The effective date for implementation of the 2005 BA Advanced Apprenticeship Framework is 1st August 2005. All advanced apprentices recruited after this date must be registered for the 2005 Framework.</p> <p>Learners on the 2002 BA Advanced Apprenticeship have until the <b>31<sup>st</sup> July 2008</b> to complete their full frameworks.</p> <p>No claims for certification against the 2002 BA Advanced Apprenticeship framework will be accepted for apprentices who complete any component of their apprenticeship after <b>31<sup>st</sup> July 2008</b>.</p>					