

Business & Administration Level 2 Optional Areas Profiling Tool

To complete the S/NVQ an apprentice has to choose 3 optional units. This simple tool is designed to help find out what optional areas are covered by the apprentice's job role. It can also be used to compare the job profile with an apprentice's preferences for the optional areas.

Units in black ink – apprentice to complete
Units in blue ink – employer to complete

	✓	?	✗
Health, Safety and Security (unit 110)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health, Safety and Security (unit 110)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customer Relations (units 203 and 206)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customer Relations (units 203 and 206)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administrative Services (units 204, 205, 210, 219, 220)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administrative Services (units 204, 205, 210, 219, 220)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Finance (units 207 and 208)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Finance (units 207 and 208)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information Management (unit 209)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information Management (unit 209)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meetings (unit 211)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meetings (unit 211)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Technology (IT User units 212 – 218)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Technology (IT User units 212 – 218)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Text Documents (units 221, 222, 223 and 224)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Text Documents (units 221, 222, 223 and 224)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working with People (unit 225)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working with People (unit 225)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employer

To use this chart ask the employer whether each of the areas above are:

- Definitely not part of the job ✗
- Might be a part of the job, but is not going to be significant ?
- Is or is going to be a significant part of the job ✓

Apprentice

To use this chart ask the apprentice whether each of the areas above are:

- Something they are not good at/have never done/don't enjoy doing ✗
- Something they are OK at/ have some experience of doing/don't mind doing ?
- Something they are really good at/have a lot of experience of/really enjoy doing ✓

This will give you a profile for quick recognition of the strong and weak areas, the things the apprentice would like to do, or have some experience of doing and can then compare it with the profile that employers have completed indicating the sorts of areas that an apprentice's particular job role offers.