

Business & Administration Level 3 Optional Areas Profiling Tool

To complete the S/NVQ an apprentice has to choose 4 optional units (at least 3 optional units must be chosen from group B). 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	✓	?	✗
Group A: Health & Safety (110), Administration Services (204, 205), IT User (212, 213, 216 – 218)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Group A: Health & Safety (110), Administration Services (204, 205), IT User (212, 213, 216 – 218)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customer Relations (unit 305)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customer Relations (unit 305)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administrative Services (units 303 and 304)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administrative Services (units 303 and 304)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Finance - AOSG (units 306 and 307)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Finance - AOSG (units 306 and 307)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information Management (units 308, 309, 310)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information Management (units 308, 309, 310)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meetings, Events and Presentations (units 311, 312, 313)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meetings, Events and Presentations (units 311, 312, 313)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Technology - IT User (units 314 – 317)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Technology - IT User (units 314 – 317)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Text Documents (units 318, 322, 323 and 324)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Text Documents (units 318, 322, 323 and 324)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Innovation, Change, Team Management - MSC (units 319, 320, 321)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Innovation, Change, Team Management - MSC (units 319, 320, 321)	<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/never done/don't enjoy ✗
- 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.