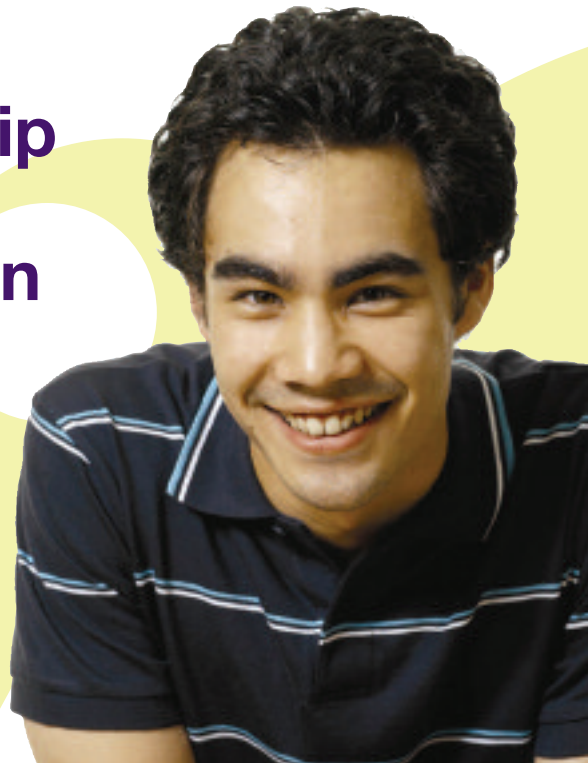




# Young Apprenticeship in Business & Administration



## Information for Parents/Guardians

Widening your child's prospects for the future

## What is a Young Apprenticeship? ↓

A Young Apprenticeship is a new route for 14-16 year olds, which allows motivated and able pupils to study for vocational qualifications not just in the classroom but in college with training providers, and in the workplace too.

The programme is for pupils who are attracted to a more practical style of learning and who are keen to gain a taste of 'real' work in a supported way.

## How does it work? ↓

Pupils are based in school and follow their core National Curriculum subjects but for two days a week (or equivalent) they also work towards nationally recognised Business & Administration qualifications, delivered by their local Young Apprenticeship Partnership. The programme allows pupils to experience 50 days of 'real' work in a 'real' work environment.

## Why Business & Administration? ↓

The Young Apprenticeship in Business & Administration offers pupils a realistic insight into today's business environment. By carrying out administrative tasks and understanding the workings of an office, the pupil will understand the nature and demands of full-time work, which will help them to make better informed decisions at 16.

Qualifications they may study towards:

- Level 2 Business & Administration certificate
- Level 2 BTEC First Certificate in Business
- Level 2 BTEC First Diploma in business
- Level 1 NVQ in Business & Administration
- Level 2 NVQ in Business & Administration
- Level 2 GCSE Applied Business

## Where will my child work and what will they do? ↓

There are many employers who offer work placements, examples include; utility companies, local councils, charities plus more. Partnerships will endeavour to find placements that best suit your child's interests.

Your child will develop competency and knowledge in the following areas:

- Attitudes and behaviours in the workplace
- Organisation procedures
- Information management
- Use of IT systems
- Operating office equipment
- Understanding office policies
- Communications
- Understanding a business

## Will my child be safe and supported? ↓

Your child's safety is paramount. Strict procedures are in place to ensure that they are safeguarded and protected at all times, no matter which learning environment they are in. Risk assessments will take place across all learning environments, which will include school, training provider and employer premises.



## Where will a Young Apprenticeship lead? ↓

Upon completion of a Young Apprenticeship, your child will receive a Young Apprenticeship Completion Certificate, endorsed by the Council for Administration (CfA). Upon successful completion of the Young Apprenticeship qualifications, your child will have the same choices as any other pupil at age 16. Providing they have the required grades, they may choose to pursue:

- Post 16 Apprenticeships in Business & Administration
- Sixth Form or Further Education College
- Full-time work

## How can your child get involved? ↓

Involvement will depend on whether your child's school is part of a Young Apprenticeship in Business & Administration partnership. You should speak to their school tutor before year 9 options day to find out. If the school does offer the programme, your child will firstly have to meet a defined selection criterion:

- Good prior attainment in SAT and Teacher Assessments
- Excellent attendance and behaviour
- Good ability and motivation

And most importantly, they must have your full support!

## Further information ↓

For further information about the Young Apprenticeship in Business & Administration, please visit our website at: [www.cfa.uk/ya](http://www.cfa.uk/ya)

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The logo for the Council for Administration (CfA) features the lowercase letters 'cfa' in a stylized, purple, cursive font.

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