

## Young Apprenticeship in Business and Administration

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### The Industry

*Without trained business people and administrators right up to a senior level, the world of work would grind to a halt, so a qualification in Business and Administration will provide an excellent starting point for a rewarding career in any number of occupational areas. Skills that employers need, such as the ability to deal with people and customers, organise work time and use IT, are central to all Business and Administration qualifications.*

There are currently approximately 4 million people employed as administrators, while as many as 21 million people use administration skills as part of their job in some way. On top of this it is important, and recognised by employers, that each employee in all sectors, should develop and practice a high level of competency in the soft skills required in a business environment. Skills such as carrying out responsibilities at work and working within a business context all contribute to the development and practice of enterprise in today's workforce which is so valued by employers and our economy.

Because of our sector's ability to offer such a grounding in these core skills and attitudes on completion of a Young Apprenticeship, the Young Apprentice could continue into fields as diverse as:

- *Media*
- *Sales and marketing*
- *Broadcasting*
- *Health*
- *Law*
- *Journalism*
- *Public relations*
- *Armed services*
- *Public services*

### Why Our Employers Value Apprenticeships

Employers within the Business and Administration sector recognise that most young people emerge from school lacking maturity in their understanding of the Business and Administration environment. The Young Apprenticeship in Business and Administration programme is an ideal vehicle to bridge this gap in understanding and skills development. It enables those entering a Business and Administration role to progress to roles with more responsibility at a faster rate than those without this experience. The Young Apprenticeship in Business and Administration can give employers the opportunity to identify potential recruits for post-16 apprenticeships and employment in the Business and Administration sector.

The programme also offers opportunities to develop personal, learning and thinking skills that employers place so much emphasis on. These skills are attitudes and approaches to work that underpin success in the workplace, giving employers confidence that young people will be able to apply themselves to most technical areas.

The programme offers employers the opportunity to mould and cultivate the learner's skills in line with their organisational style and ethos as well as steering them through the needs of the qualification. In consultation with employers about this programme, the CfA have found that the transferable skills which the Young Apprentice will emerge with are valuable in any sector and in any job role. It is the opinion of some of those employers consulted that on completion of this programme a Young Apprentice would be a more attractive candidate for employment in this sector than one which had studied GCSE's only. This is due to their occupational competence and 50 days spent in the workplace.

### **Work Placement**

Throughout this programme the Young Apprentice will spend a minimum of 50 days in a work-based learning environment through an extended work placement with a real employer. CfA recommend that the NVQ Level 1 is completed alongside the learners' work placement. A diverse range of employers, such as utility companies, local councils, MP's offices, charities and recruitment agencies are a few of the types of employers involved in this programme. This diversity offers learners a range of sectors to choose from. Placements, where possible, will be selected based on the young people's aspirations and interests and will be sourced locally.

It is vital that this element of the programme is enriched with activities and tasks which give the Young Apprentice a real experience of working in a business office environment and which demonstrate a variety of administrative skills. Incorporated within these tasks and activities will be the opportunity to develop enterprise and a cross departmental understanding of the business environment through employer led projects. In addition to this the learner may have the opportunity to hear the experiences of successful business people or partake in workshops designed to equip them with business related skills.

### **Where could a Young Apprenticeship lead?**

After completing a Young Apprenticeship programme, the young person will be able to progress to further qualifications at school or college, and choose from courses such as:

- Higher or Advanced Business, Administration and Finance 14-19 Diploma
- A Levels
- Other Business related vocational qualifications at Level 3

Beyond these, there are a wide range of Higher Nationals, Foundation Degrees and Honours Degrees in Business, as well as many postgraduate options, including the highly respected Master of Business Administration (MBA) available from most British and International universities.

If the Young Apprentice decides to leave full-time education at 16, they can follow the programme with a post-16 Apprenticeship in Business and Administration or a related field, and may be able to complete it more quickly thanks to the qualifications they will have already gained. For example, if they pass the Level 2 Technical Certificate and gain grades A\*- C in English and Maths they will be able to complete a Level 2 apprenticeship in a much shorter time period. This is because they will have already gained 2 of the key components to the Level 2 Apprenticeship framework; a level 2 Technical Certificate and the key skills components. A relaxation rule is applied to the key skills component of the framework on the basis that grades A\*-C are achieved in GCSE English and Mathematics. The only component needed to complete the

post-16 framework after completion of the Young apprenticeship and GCSE's in the core subjects, is a level 2 NVQ.

There are no pre-requisites for the Level 2 and Level 3 apprenticeships, however several years experience as a level 2 administrator would normally be required for a level 3 apprenticeship.

## Examples of Qualifications

QUALIFICATIONS	GUIDED LEARNING HOURS	CONTRIBUTION TO LEVEL 2 THRESHOLD	PROGRESSION ROUTES
<b>Business and Administration Technical certificate Level 2</b>		40%	Technical certificate L3, Employment, Further education courses, post-16 Apprenticeship.
<b>Business and Administration NVQ Level 1</b>		100% (Level 1)	NVQ Level 2, post-16 Apprenticeship, further education courses, employment.
<b>Business and Administration NVQ Level 2</b>		100%	Post-16 Apprenticeship, further education courses, employment.
<b>BTEC First Diploma in Business</b>	360 GLH	80%	VRQ L3, post-16 Apprenticeship, further education courses, employment.
<b>Business, Administration and Finance Higher Diploma (for YA/Diploma Hybrid)</b>	800-890 GLH		Advanced Diploma, post 16 Apprenticeships, A Levels, Further Education courses, employment.

### Completion Certificate

On completion of the Young Apprenticeship programme in Business and Administration learners will receive a nationally recognised certificate from the Council for Administration (CfA) - the standard setting body (SSB) for Business, Administration and Governance. Each partnership will be required to submit a progress log for each learner to demonstrate achievement of the 50 day work placement target and a copy of the Level 2 qualification certificate.