

The Business & Administration Young Apprenticeship and the Diploma

Proposed model

Introduction

The CfA has been allocated funding to research and develop the Business & Administration Young Apprenticeship Programme within the Business, Administration and Finance Diploma and is scheduled to begin trialling the programme with several partnerships in September 2009. The CfA has been consulting with awarding bodies and YA partnerships to explore how the Business & Administration YA program could fit within the Diploma.

This paper proposes a model, based on the outcomes of the consultation process.

Summary of the proposals

Currently, the two-year YA programme for 14 – 16 years olds contains:

- 50 days work experience within the Business & Administration sector
- A relevant Level 2 Business & Administration qualification. Currently many of the partnerships complete an NVQ, a Level 2 Technical Certificate or both.

During the consultation, both awarding bodies and YA partnerships felt that it would not be feasible to include 50 days work experience for Young Apprentices working within the YA/Diploma structure. Consequently, it is proposed that Young Apprentices should be offered a minimum of 35 days work experience.

Also, it will not be possible to offer NVQs as part of the programme, as these qualifications do not form part of the approved Additional and Specialist Learning (ASL) for the Diploma (due in part to the degree of overlap with the principal learning content). There are, however, a significant number of appropriate work-related qualifications at Level 2 that are approved as ASL (see examples below). CfA would propose to allow flexibility in the choice of the Level 2 work-related qualification, in order to enable partnerships to select the most relevant learning for their students and to design a programme which suits their own local circumstances.

It is proposed that students should meet a set of criteria while in placement. This will help to ensure that placement promotes the learner's development and is beneficial to their future. Within these criteria there will be an additional core element relevant to the effectiveness of working in a placement, to be assessed through the workplace appraisal system. This will ensure that the learner is participating in an effective and well-structured work placement, which will result in relevant hands-on experience and the learner will progress as an effective member of staff. The appraisal-focused method of assessment would also facilitate employer involvement in the young apprentice's progress.

Finally, it is proposed that the project undertaken by Young Apprentices should have clear links to the work experience element of their programme of learning. Where possible, the project should be conducted as part of the work experience,

by, for example, undertaking research into an area agreed with the employer. It is appreciated that circumstances will vary, but the goal should be to make the project as work-related as possible.

The table below shows the model that is being proposed.

<i>Higher Diploma</i>	<i>Young Apprenticeship Programme</i>
Personal Learning and Thinking Skills (PLTS)	
Functional Skills	
Principal Learning (PL) 420 GLH	
Additional Specialist Learning (ASL)	Relevant Level 2 Work-related Qualification(s) selected from the ASL catalogue (see examples given below)
Work Experience (10 Days +)	Work Experience (35 Days +)
The Project Projects should be work-related and have clear links to the Young Apprentice's work experience	

Examples of relevant Level 2 work-related qualifications are as follows:

Employability Qualifications

Level 2 Certificate in Employability Skills
 Level 2 Certificate in WorkSkills (OCF)
 Level 2 Certificate in Employment Skills

Business and Administration Qualifications

Level 2 Introductory Award in Administrative Management
 Level 2 Certificate in Event Planning
 Certificate in Audio Transcription (Level 2)
 Certificate in Text Production (Level 2)
 Contributing to a Project (Level 2)
 Diploma for IT users (Level 2)

ITQ (Level 2)
Certificate in Computerised Accounts (Level 2)
Certificate in Book keeping and Accounts (Level 2)
Level 2 Certificate in Payroll
Award in Legal Information Processing (Level 2)
Certificate for Legal Secretaries (Level 2)
Intermediate Diploma for Medical Reception (Level 2)

Other relevant work-related qualifications

Level 2 Award in Customer Service
Level 2 Certificate in Customer Service
Level 2 Award in Contact Centre Skills
Level 2 Award Introducing Team Leading
Level 2 Certificate in Team Leading (QCF)
Level 2 Certificate in Preparing for Business Enterprise (QCF)
Level 2 Certificate in Conflict Management
Level 2 Certificate in Equality and Diversity
Level 2 Award in health and safety in the Workplace (QCF)
Practical Languages: Awards and Double Awards (Level 2)
Level 2 Certificates in Business Language Competence (available in French, German, Italian and Spanish)
Vocational Languages (Level 2)

It should be noted that this is not an exhaustive list, but examples are provided to illustrate the range of work-related qualifications that Young Apprentices might choose to study. It should also be noted that, where time permits, Young Apprentices could study more than one qualification.