

Level 2, 3 & 4 Business Administration Apprenticeships

This is aimed at all administration staff across the Trust who provide administration support. The level will vary on your job role to ensure you are able to meet the requirements of the course.

As part of the business administration apprenticeships you will undertake an Apprenticeship framework is qualification specific and will include the following qualifications:

National Vocational Qualification – You will have mandatory units and then have the ability to choose optional units based on your job role and areas of interest. You will evidence this by observations in the workplace, professional recorded discussions, witness testimonies from colleagues, copies of work undertaken (e.g. patients notes, emails,) all of these will be built into your e-portfolio.

Technical Certificate - This is the knowledge behind the specific area, you will be taught by your assessor and once ready will be entered for the exam.

Functional Skills in Maths, English and ICT - Unless you hold A-C GCSEs / 'O' Levels and can evidence your certificate you will be exempt from undertaking these. This will be taught to you by your assessor and support the development of practical skills in English, maths and ICT. They are designed to help you gain the most out of work, education and everyday life. There's a strong focus on explanation and problem-solving, with a choice of paper assessment or on-screen, on-demand assessment.

With all of the business administration apprenticeships, they will delivered in 1:1 visits with your assessor and when they see you in the workplace.

20% Off The Job Training:

You will be required to have 20% of your working time allocated to study for the apprenticeship. This can include:

- **Teaching of theory** – lectures, role play, simulation, online learning direct training,
- **Practical training** – Shadowing, mentoring industry visits or attendance at events or competitions
- **Learning Support** – Where required, Learning Support activities, for learners who have individual needs that require support. Needs may relate to a learning difficulty or disability or educational need. This could be face to face or remote.

Other 20% off the job activities include; Learning of ideas, self-study; internet research; e-learning; use of technology, feedback; self-reflection and evaluation; individual or group teaching; coaching and mentoring; distance learning; learning with peers/networked or collaborative learning; In-house training.

For more information please contact Amy Rothwell, Apprenticeship & Development Coordinator, amy.rothwell@cpft.nhs.uk or 01223 868869.



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