



# BUSINESS & PROFESSIONAL ADMINISTRATION

## Level 4, Apprenticeship Framework

### ELIGIBILITY/ENTRY REQUIREMENTS

- Aged 16+ years.
- Typically candidates will have achieved GCSE grades 4-9 in English and maths or equivalent.
- Progression from Level 3 Administrator or lots of experience within an administration role.

Level 4 is ideal if you deliver administrative support services and contribute at a strategic level. You may lead or manage a team, or want to move on to such a role. You need a range of administrative and management skills, such as budget management and promoting innovation.

This Level 4 Diploma allows learners to learn, develop and practise the higher level skills required for employment and/or career progression. It will enable learners to gain generic and specific management and technical skills appropriate to their field or aspirations. The qualification also gives opportunities for research, analysis and original thought which are skills valued by Higher Education Institutions.

### APPRENTICESHIP REQUIREMENTS


The Level 4 is ideal if you deliver administrative support services and contribute at a strategic level. You need a range of administrative skills, such as budget management and promoting innovation.



## TYPICAL JOB ROLES IN THIS AREA INCLUDE:

Office Manager, Admin Team Leaders, Personal Assistant, Business Development Executives.

## PROGRESSION ROUTE:



The Business and Professional Administration qualification provides the foundation for progression onto Level 4/5 Management.

### KEY FACTS:

<b>Delivery location</b>	Workplace.
<b>Typical duration</b>	18 months.
<b>Study mode/frequency</b>	Workplace visits.
<b>Apprenticeship Standard</b>	Upon completion the Apprentice will receive: <ul style="list-style-type: none"><li>• Level 4 Business Apprenticeship</li><li>• City and Guilds Business Administration qualification.</li></ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"><li>• IT</li><li>• Record and document production</li><li>• Decision making</li><li>• Communication</li><li>• Quality</li><li>• Planning</li><li>• Relevant regulation</li></ul>
<b>Competency/skills or behaviours</b>	<ul style="list-style-type: none"><li>• Professionalism</li><li>• Adaptability</li><li>• Responsibility</li><li>• Personal qualities</li><li>• Managing performance</li></ul>
<b>Functional Skills</b>	Functional Skills will be required for English and maths at Level 2 if you have not already attained an equivalent qualification.
<b>Assessment</b>	Assessments will be ongoing at key stages throughout the Apprenticeship.

For further information contact START on **0161 886 7461** or email [start@tcg.ac.uk](mailto:start@tcg.ac.uk)  
Stockport, Trafford, Apprenticeship, Recruitment Team