



Business and Professional Administration Level 4 (Framework)

An apprenticeship is a job with an accompanying skills development programme designed by employers in the sector. It allows the learner to gain technical knowledge and real practical experience, along with functional and personal skills development, required for their immediate job and future career. These are acquired through a mix of learning in the workplace, formal off- the-job training and the opportunity to practice and embed new skills in a real work context.

Training Benefits

On completion of this 18-month framework, learners will be able to demonstrate a range of work-based skills through Observation, producing Product Evidence, Professional Discussion and Question and Answer sessions. The apprenticeship framework “To do, To Know and To Cover” is covered over the course of the programme via scheduled learning interventions with employer mentors and The TESS Group Trainers.

What is covered?

- **Personal Development:** Looking at ways to reflect on their own performance, seek feedback, understand why things happen, and make timely changes by applying learning from feedback received.
- **Leading and Managing People:** Learning how to communicate an organisational strategy, team purpose and adapt style to suit the audience. Support the development of a team, coaching, role modelling values & behaviour, manage change, set operational objectives and monitor progress.
- **Communication:** Learning about effective communication (verbal, non-verbal, written, digital), chairing meetings, presenting using a range of media using effective negotiation and influencing skills, managing conflict, identifying and sharing good practice.
- **Decision Making:** Developing skills to use effective problem-solving techniques to make decisions based on available information and able how to escalate issues when required.
- **Operational Management:** Learning how to communicate organisational strategy and deliver against operational plans, translate goals into deliverable actions and monitor outcomes. Adapting to change, identifying challenges and solutions, organising, prioritising and allocating work, effective use of resources, collating and analysing data.
- **Project Management:** Organising and managing resources and risk, monitoring progress to deliver against a project plan using relevant project management tools, and taking corrective action to ensure successful delivery.
- **Finance:** Understanding the importance of how to manage the overall financial performance, achieving targets, analysing reports, producing financial plans and reports and how to identify and implement opportunities to increase profit and reduce waste.

To complete the qualification, the learner must complete the Mandatory Units and build up their qualification with the support of their manager to achieve the minimum credit values for the qualification.

The Learner will have to complete a total minimum credit value for this pathway:

- 97 credits
- Competence qualification – 57 credits
- Knowledge qualification - 40 credits
- Functional Skills at Level 2- English and Math's

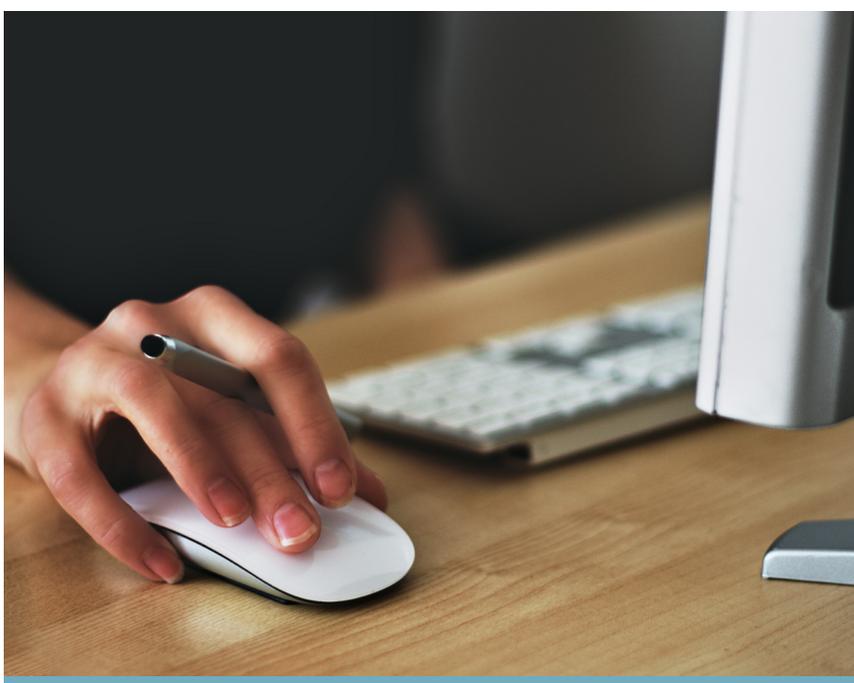
****There also needs to be 20% off the job training for this qualification****

Important Information

There is no end point assessment for the qualification. This is a portfolio-based qualification using OneFile.

Benefits to training with Tess?

- OneFile - award winning learning platform that brings training and assessment together
- BKSB - the UK's most popular online Functional Skills and GCSE Solution
- Learning & Development Style Workshops



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