

## **Advanced Apprenticeship – Level 2 – Business Administration**

The Apprentice starts with the Employer on the Employer terms and conditions just like all other employees. The Advanced Apprenticeship framework is broken down into three parts.

### **NVQ**

This is the work based part of the qualification and is assessed within the work place. The learner is assigned a training officer who will visit them on a monthly basis to carry out assessments for approximately 1-2 hours the apprentice will be given action plans to follow and complete. During this time there is little or no involvement of any other employees. Every other month or 8 weeks the work based supervisor will be required for approximately 30 minutes to review the learner's progress and generally see how everything is going and discuss progress along with any issues if they arise. We would expect the Employers to contact us at any time if there were burning issues to address.

### **Technical Certificate**

The Apprentice is required to attend technical certificate sessions that are half a day for approximately 14 weeks. These sessions deliver the underpinning knowledge that supports the NVQ and are either ran from the Skills and Employment Centre in Spennymoor or Business Training Services at Newton Aycliffe. Once the exam has been taken and passed this part of the framework is complete.

### **Key Skills**

Key Skills in Application of Number at Level 1 and Communication at Level 2 are required for the framework, however if the learner has grades A – C in these subjects they are exempt from this element, if they do not depending on the grade they had achieved, we would deliver the Key Skills part of the qualification at the same time as the Technical Certificate (over the 14 week block release)