



Higher Apprenticeship in Business and Professional Administration

The Apprenticeship framework for business and administration is implemented by SSC: Skills CFA. Further information can be found at <http://www.skillsca.org/apprenticeships.html> and www.afo.sscalliance.org/frameworkslibrary/

Learners must be registered with and certificated for the overall Apprenticeship by the Council for Administration.

This apprenticeship is for Office Managers, Administration Team Leaders, Personal Assistants and Business Development Executives. They play an integral role in supporting sustainability within an office environment, assessing, managing and monitoring risk, communicating with colleagues and stakeholders, managing office facilities and projects, chairing meetings, overseeing customer service delivery, contributing to innovation, evaluating and solving business problems, co-ordinating and monitoring operational plans, monitoring and maintaining administrative services, reporting data, preparing contract specifications, monitoring and evaluating contracts, negotiating with customers, developing and delivering presentations and managing budgets.

The Higher Apprenticeship in Business and Professional Administration consists of the following components:

Components	IQ Qualification	QUAN number	Individual price
Competence qualification	IQ IAM Level 4 NVQ Diploma in Business Administration	601/3697/2	£70.00
Knowledge (Technical Certificate) Qualification	IQ IAM Level 4 Certificate in Principles of Business Administration	601/6145/0	£80.00
	or IQ IAM Level 4 Diploma in Business and Administrative Management	601/8029/8	£100.00
Employee Rights and Responsibilities (ERR)	The CfA ERR workbook online or The Level 2 Award in Employee Rights and Responsibilities		N/A
<p>The total price of these qualifications is £150-£170. The bundled apprenticeship price is £142.50 or £161.50, depending upon which knowledge-based qualification is chosen.</p> <p>Please note additional charges apply upon assessment submission within the knowledge-based qualifications.</p>			

Learners may undertake the various components with different awarding organisations.