

FACT SHEET

Higher Apprenticeship in Business Administration Level 4

Duration: 18 – 24 months

Entry criteria: You must be 18 or over and working in relevant role for at least 20 hours a week.

No previous qualifications are needed, but you should be working within an administration role that has some level of decision making responsibility to undertake this course.

You should not already hold a Level 5 qualification. You may be asked to undertake an initial assessment in English, Maths and ICT, unless you have achieved these relevant qualifications within the last 5 years.

If you are interested in studying this Higher Apprenticeship yourself, or you are an employer who is thinking about this option for your team, please contact:



Business Engagement Team 020 3667 0333



employer.services@bdc.ac.uk

Introduction

This Higher Apprenticeship is designed to enhance the work and skills of employees who are developing, implementing and monitoring administrative services. It is relevant to wide range of industries and organizational structures, and is aimed at candidates who are working with autonomy and personal responsibility.

The Higher Apprenticeship is made up of two parts:

1. An Edexcel Level 4 NVQ Diploma in Business & Administration to assess competence in the workplace.
2. A BTEC Level 4 Diploma in Business and Administration to teach the knowledge required to develop in the role.

Delivery of the theory based sessions takes place at Barking & Dagenham College for a half day session, once a week. The competency based part of the qualification (the NVQ) is assessed in the work place by an assessor. They will visit you at least once a month and will help you to compile your portfolio of evidence. The knowledge based element is assessed through assignments for each unit.

For large groups working at the same employer delivery may be done in the workplace (subject to availability of lecturers).

Upon successful completion of the Higher Apprenticeship, you could go onto a Foundation Degree in Business and from there to a BA (Hons) degree.

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