

## **Advanced Apprenticeship Business, Retail, Administration, Marketing & Human Resources**

### **BTEC NATIONAL DIPLOMA IN BUSINESS ADMINISTRATION**

**Level** 3

**Length** 2 years

**Location** HRC

#### **Entry Requirements**

By interview, 5 GCSEs grades A\* - C

#### **Description**

This course is designed for individuals who wish to gain an understanding of what it is like to work in a business environment incorporating the key elements of administration and its effects on a business. The course will enable students to broaden their skills, develop knowledge and understanding in business related activities whilst taking part in a large variety of practical activities.

#### **About the Course**

There are 8 mandatory units:

- \* Exploring Business Activity
- \* Investigating Business Resources
- \* Introduction to Marketing
- \* Effective People Communication and Information.

Plus four further specialist units:

- \* Working in Administration
- \* Managing Business Information
- \* Understanding Legal Aspects of Administration
- \* Supporting Projects.

Added to this, there will be a further 10 specialist units dedicated to learning about business, encompassing all aspects of business life.

#### **How you are Assessed**

All assessment is by written internal assignments, with an external verifier reviewing one piece of work. No exams. A minimum PASS grade is required for all assignments.

#### **Progression Routes**

You may like to consider progression to a Management or Degree level qualification.

#### **Additional Information**

Additional information can be obtained at interview.

Key Skills/Functional Skills – you will be expected to achieve these at the appropriate level if you do not have evidence of GCSE Grade C in relevant subjects, obtained within the last 5 years.

Employment rights and responsibilities (ERR): A short, separate assignment is required to evidence the apprentice's understanding of their employment rights and responsibilities.

### **For a full Apprenticeship you are also required to undertake NVQ level 3 Business Administration**