



# BUSINESS

## LEVEL 3 APPRENTICESHIP

### DETAILS

As a Business apprentice, you will gain a highly transferable set of knowledge, skills and behaviours that can be applied in all sectors. You may work for either small or large businesses from the public sector, private sector and charitable sector. Your role may involve working independently or as part of a team and will involve developing, implementing, maintaining and improving administrative services. As a Business apprentice, you will develop key skills and behaviours to support your progression towards management responsibilities.

As part of the apprenticeship, you will support and engage with different parts of the organisation and interact with internal and/or external customers. With a focus on adding value, your role contributes to the efficiency of an organisation, through support of functional areas, working across teams and resolving issues as requested. The flexibility and responsiveness required allows you to develop a wide range of skills that are transferable across different jobs and organisations.

Avant Skills Academy has a well-earned reputation for excellence and we are dedicated to providing you with exceptional training based on your needs. As an apprentice studying with us you will benefit from:

- Tuition, support and assessment provided in the workplace, in our training centre and online
- Support and guidance from your qualified Programme Tutor Assessor
- Access to our ePortfolio and Virtual Learning Environment (VLE)

#### Who is this Apprenticeship for?

This apprenticeship is ideal for new and talented employees who want to learn and progress, or for existing employees who are looking to retrain or upskill. It is ideal for those looking to develop their skills within the industry.

#### Programme in Brief

- Duration - 16 months
- Blended delivery including Face-to-face, and online learning
- Develop learners knowledge, skills and behaviours
- End-point Assessment

# ON PROGRAMME LEARNING

This is when you will learn the skills, knowledge and behaviours which will support you for your end-point assessment. You will take part in a combination of activities, such as face-to-face classroom-based sessions, remote learning sessions, work shadowing and online learning, in order to support your learning and development and compile a portfolio of evidence.



## KNOWLEDGE

- The Organisation
- Value of their skills
- Stakeholders
- Relevant regulation
- Policies
- Business Fundamentals
- Processes
- External environment factors



## SKILLS

- IT
- Record & document production
- Decision Making
- Interpersonal skills
- Communications
- Quality
- Planning and Organising
- Project Management



## BEHAVIOURS

- Professionalism
- Personal qualities
- Managing performance
- Adaptability
- Responsibility

## Off-the-Job Training

Apprenticeships are about upskilling an individual. Reaching occupational competency takes time. Many employers and apprentices have praised the positive effect off-the-job training has on their productivity and apprentices feel valued by the significant investment in their training. All off the job training must be relevant to the Apprenticeship Standard being undertaken. This will be agreed before you commence your programme.

# END-POINT ASSESSMENT

At the end of the on programme learning, you will be required to undertake an end-point assessment to demonstrate that you have met the occupational standard. This includes:

- Knowledge test
- Portfolio-based interview
- Project presentation



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