

LEARNER JOURNEY - BUSINESS ADMIN (LEVEL 3)

Sign Up Call

- Complete sign-up via Bud
- Intro to your training plan

Learning & Support

- 18-month duration with a 3-month EPA period
- Fully remote teaching via Microsoft Teams
- Complete independent learning, online tasks, and workplace activities
- 1:1 tutor support
- Complete functional skills (if required)

Course Content Focus

- Communication skills
- Quality record and document production, and IT skills
- Following regulations
- Understand business environments and stakeholder needs
- Decision making skills, identifying areas of improvement and project planning
- Professional behaviours including adaptability and responsibility

End Point Assessment (EPA) Preparation

- Mock EPA assessments
- Support to build confidence in presentation skills for the final EPA

Pre-Sign Up Call

- Introduction to apprenticeship, training plan, EPA, and apprentice and manager responsibilities
- Check if the course is suitable for you

First Workshop

- Course overview
- BUD e-portfolio introduction
- Introduction to Skills On-Demand: e-learning platform

Progress Reviews

- 10-week reviews with tutor, apprentice, and manager
- Set goals and check progress

End Point Assessment & Certification

- Remote EPA with Highfield
- Get results and certificate