



Modern Apprenticeships in Business & Administration Information for Employers



University of the
Highlands and Islands
Argyll College

Introduction

Would you like to develop an existing member of staff and help them gain an industry recognised qualification? Perhaps you want to bring some new talent into your business?

We can help you to get the skills your company needs.

Argyll College UHI are an approved SDS Modern Apprenticeship training provider and we have a range of options for young workers aged 16-24. We offer Modern Apprenticeships in Business and Administration, Horticulture, Engineering and Energy, Hospitality Services and Professional Cookery, Hairdressing, Sport and Health & Social Care.

There are already more than 37,000 young people working, learning and earning as Modern Apprentices. It's a real success story: 91% of apprentices are still in employment six months after completing their Modern Apprenticeship; and 96% of employers say former apprentices are better equipped to do their job.

Modern Apprenticeships have 3 main components:

1. A Scottish Vocational Qualification or SVQ.
Candidates will undertake a range of SQA certified units, learning on the job and being mentored and assessed by one of our assessors/trainers. The Apprentice will build an online portfolio of evidence to support their learning.
2. A Range of Core Skills
For example Numeracy, Information Technology or Communication. Your apprentice may already possess these qualifications at the appropriate SCQF level.
3. Industry Specific Enhancements – these will be appropriate to the apprentice's age and job role.



Business & Administration Frameworks

Modern Apprenticeship in Business Administration SCQF level 5

This framework combines Core Skills, an Enhancement and SVQ in Business and Administration which enables the apprentice to engage in learning relevant to them and their role. Units studied may include Producing Documents in a Business Environment; Make and Receive Telephone Calls; Meet and Welcome Visitors; Provide Reception Services and Store and Retrieve Information.

Enhancements include:

- An additional optional unit at SCQF Level 5 or 6 in Business and Administration
- One core skill at higher level than specified in framework
- A PC Passport unit or ECDL (at least 3 modules)

Apprentices will work in roles such as Office Administrators, Receptionists and Business Support Assistants.

This qualification should take around 12 months.



Business & Administration Frameworks

Modern Apprenticeship in Business Administration SCQF level 6

This framework combines Core Skills, an Enhancement and SVQ in Business and Administration which enables the apprentice to engage in learning relevant to them and their role. Units studied may include Supervise an Office Facility; Contribute to Running a Project; Organise and Coordinate Events; Design and Produce Documents; Deliver, Monitor and Evaluate Customer Service to Internal and External Customers and Develop a Presentation.

Enhancements include:

- An additional optional unit at SCQF Level 6 in Business and Administration
- One core skill at higher level than specified in framework
- A PC Passport unit or ECDL (at least 3 modules)

Apprentices will work in supervisory roles such as Administration Officers, Administration Team Leaders, Personal Assistants and Secretaries.

This qualification should take around 18 months.



What's my role in this?

As the employer of a Modern Apprentice your will have certain responsibilities. You'll need to:

1. Pay your employee at least the current minimum wage for an apprentice of their age – this is set by the UK government: see www.gov.uk for more information.
2. Agree to pay your apprentice for any time required in college for 'off the job' training. We'll discuss with you at the outset how much time this is likely to be.
3. Have an Equal Opportunities Policy in place and take responsibility for the health and safety of your apprentice.
4. Meet with the apprentice and the college tutor to review their progress.
5. Ensure you have the correct facilities for the apprentice to meet their training outcomes – our trainer can help you assess this.
6. It's also best practice to identify a mentor within your own organisation who can support and encourage your apprentice and help liaise with the college.

What next?

Contact your nearest Argyll College Learning Centre or email Dawn.Miller@uhi.ac.uk to arrange for an initial telephone consultation.

Arran 01770 600 152
Campbeltown 01586 559 310
CERC 01631 559 830
Dunoon 01369 707 182
Helensburgh 01631 559 750

Islay 01496 810 130
Lochgilphead 01546 600 070
Oban 01631 559 500
Rothesay 01700 501 000
Tobermory 01688 302 801





From Skills Development Scotland

DYW

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Developing the
Young Workforce



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Argyll College

www.argyllcollege.ac.uk