



Learn
PLUS US

Level 3

**Business
Administrator**

Apprenticeship

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Business Administrator

LEVEL 3

This apprenticeship trains you to provide excellent business administration services and can be applied to hundreds of job roles across many different sectors.

- Administration team leader
- Database clerk
- Executive officer
- Office supervisor
- Personal assistant
- Secretary

The duties of the apprentice will vary across the business type they are working in, but they will include development, implementing, maintaining and improving administrative services, supporting, managing and developing team members, managing projects, working across teams, resolving issues and supporting organisational functional areas.

ENROLMENT TIMELINE

Learn Plus Us believe in “right learner, right course”. By that we mean it is crucial that all apprentices are accurately matched to an apprenticeship programme that suits their job description, their prior learning and ability to achieve all aspects of the course. Therefore, anyone wishing to enrol on one of our apprenticeship programmes must complete the following steps to confirm eligibility:

Potential apprentices will attend an Information, Advice & Guidance (IAG) session with a member of our Client Engagement team to discuss their previous qualifications and experiences. They will also discuss their current job role as well as their aims and aspirations for the future. This session allows us to ensure that they are matched to a suitable apprenticeship programme. IAG sessions also provide information about the apprenticeship programme, including; Functional Skills, Off the Job training and End Point Assessment. Following this, they will be sent a welcome email with enrolment details. The email will include a link to Century; our dedicated Maths & English platform where they will be invited to complete some initial assessments.

They will then attend a sign-up session with one of our enrolment administrators. During this session they will be guided through the application process, which includes:

- An application form
- Initial assessments (Maths & English)
- Skill Scan
- This is Me form
- Additional Learning Support Application (if required)

Once the sign-up session is complete, the potential apprentice will attend their first teaching and learning session. An individualised training plan is created and shared with the apprentice and their employer confirming their planned start and end dates of the apprenticeship, all learning modules to be delivered along with the planned hours for these and the chosen End Point Assessment organisation.

Learning will commence from the planned start date, and they will be supported throughout the duration of their programme to **learn, achieve and excel.**



Apprenticeship Journey (example)



BUSINESS ADMINISTRATOR (LEVEL 3)

These learning topics will be delivered via webinar sessions with your tutor. They will be via the Microsoft Teams platform and will be a maximum of two hours.

Course Content

Session Title & Month/s	“Intent” (Session Contents) Knowledge, Skills, Behaviours & Functional Skills	“Impact” (Learner will be able to)	“Off-the-Job Training”
1 Personal Development	<ul style="list-style-type: none"> Knows how they fit within their team and recognises how their skills can help them to progress their career Takes responsibility for initiating and completing tasks Able to create an effective personal development plan <p>Functional Skills</p> <ul style="list-style-type: none"> Respond effectively to detailed questions Communicate information, ideas and opinions clearly and accurately on a range of topics Express opinions and arguments and support them with evidence Identify meanings in texts and distinguish between fact and opinion Recognise that language and other textual features can be varied to suit different audiences and purposes Spell words used most often in work, study and daily life, including specialist words Communicate information, ideas and opinions clearly, coherently and accurately 	<ul style="list-style-type: none"> Will have a clear development plan which aligns with learners’ personal goals, learners apprenticeship and organisational objectives Will be able to support team members in creating a PDP Will be able to use number skills to support the setting with everyday tasks Will be able to communicate ideas to colleagues Will be able to respond effectively to questions Will be able to use correct tense for observation writing 	<p>Research development opportunities within your organisation and sector</p> <p>8-16 hours</p>
2 The Organisation	<ul style="list-style-type: none"> Understands organisational purpose, activities, aims, values, vision for the future, resources and the way that the political/economic environment affects the organisation. Shows a thorough understanding of the organisation’s purpose, aims and way of working, putting it in context of the wider economy and political environment Provides some understanding of the political and economic environment Shows a working knowledge of the organisation’s purpose, aims and ways of working, putting it in context of the local (or sector) environment <p>Functional Skills</p> <ul style="list-style-type: none"> Follow and understand discussions and make contributions relevant to the situation and the subject Use appropriate phrases, registers and adapt contributions to take account of audience, purpose and medium Respect the turn-taking rights of others during discussions, using appropriate language for interjection 	<ul style="list-style-type: none"> Will work towards organisations objectives and promote organisations vision and values showing an awareness of external factors which may influence the organisations vision Will be able to respectfully participate in group discussion Will be able to round up/down numbers to support day to day duties. For example, the number of gloves needed. 	<p>Research organisations within own sector and describe in a journal entry how they differ from their own organisation and why</p> <p>8-16 hours</p>
3 Value of Skills	<ul style="list-style-type: none"> Understands the structure of the organisation and how their work contributes Identifies their role within the team and value of their skills Understands the structure of the organisation and is able to discuss how different teams support each other Understands the contribution their work makes and promotes its value Identifies their role within the team and is able to compare their skills with others. Positively manages the expectations of colleagues at all levels and sets a positive example for others in the workplace 	<ul style="list-style-type: none"> Will be able to work effectively and productively towards organisation objectives. Having an understanding of others roles will mitigate conflict and be able to support others Will be able to work out discounts when purchasing resources for project. Will be able to calculate% of risk for each hazard Will be able to complete written documents using correct grammar and word types. 	<p>Research own organisational structures and how their cultures differ.</p> <p>Research the differing cultures within different sectors and organisations ie; Police Force compared with a media company</p> <p>16-20 Hours</p>

3 Continued: Value of Skills	<p>Functional Skills</p> <ul style="list-style-type: none"> Understand organisational and structural features and use them to locate relevant information in a range of straightforward texts Infer from images meanings not explicit in the accompanying text Write text of an appropriate level of detail and of appropriate length to meet the needs of purpose and audience Use format, structure & language appropriate for audience & purpose 		
4 Communication/ Record & Document Production	<ul style="list-style-type: none"> Demonstrates good communication skills, whether face-to-face, on the telephone, in writing or on digital platforms. Uses the most appropriate channels to communicate effectively. Demonstrates agility and confidence in communications, carrying authority appropriately. Understands and applies social media solutions appropriately. Answers questions from inside and outside of the organisation, representing the organisation or department. Produces accurate records and documents including emails, letters, files, payments, reports and proposals. Makes recommendations for improvements and present solutions to management. Drafts correspondence, writes reports and able to review others’ work. Maintains records and files, handles confidential information in compliance with the organisation’s procedures. Organises meetings and events, takes minutes during meetings and creates action logs as appropriate. Takes responsibility for logistics e.g. travel and accommodation. <p>Functional Skills</p> <ul style="list-style-type: none"> Recognise vocabulary typically associated with specific types and purposes of texts Write consistently and accurately in complex sentences, using paragraphs where appropriate 	<ul style="list-style-type: none"> Will be able to effectively communicate using a range of mediums with a range of stakeholders. Will be confident in their communication demonstrating a professional attitude which positively represents themselves and their organisation Produce documents at a professional standard and aligned with organisational good proactive Will be able to contribute to team meetings, make detailed notes and locate relevant information Will be able use statistical measure to inform data. Will be able to analyse data to make informed decisions Will be able to use correct tense for observation writing 	<p>Shadow colleague or peer chairing a meeting Liaise with line manager to agree planning & chairing a team meeting</p> <p>Complete OneFile course – email etiquette</p> <p>Complete OneFile course – communication styles</p> <p>16-20 Hours</p>
5 Interpersonal Skills	<ul style="list-style-type: none"> Builds and maintains positive relationships within their own team and across the organisation. Demonstrates ability to influence and challenge appropriately. Becomes a role model to peers and team members, developing coaching skills as they gain area knowledge. Demonstrates professionalism. This includes: personal presentation, respect, respecting and encouraging diversity to cater for wider audiences, punctuality and attitude to colleagues, customers and key stakeholders. Adheres to the organisation’s code of conduct for professional use of social media. Acts as a role model, contributing to team cohesion and productivity – representing the positive aspects of team culture and respectfully challenging inappropriate prevailing cultures. <p>Functional Skills</p> <ul style="list-style-type: none"> Number Skills and Rounding Decimals Percentages and Calculations Fractions 	<ul style="list-style-type: none"> Will demonstrate a professional attitude which reflects the learner’s organisational standard. Promotes good working practices Will have enhanced confidence in themselves and support the development of a respectful culture Will be able to work out the area of rooms in the setting. Will be able to recognise when to use formal and informal communication 	<p>Read resource to develop wider knowledge for Coaching techniques.</p> <p>Explore and identify, with line manager, team members where skills can be developed using coaching techniques</p> <p>Conduct research around successful coaches ie; You Tube clips</p> <p>Shadow colleague or peer conducting a coaching session OneFile course – Building Relationships</p> <p>16-20 Hours</p>

<p>6</p> <p>Regulations. Policies & Procedures</p>	<ul style="list-style-type: none"> Understands the organisation's internal policies and key business policies relating to sector Understands and follows the organisation's internal policies Understands laws and regulations that apply to their role including data protection, health & safety, compliance etc. Supports the company in applying the regulations. Champions adherence to relevant laws and regulation within the organisation Demonstrates knowledge of relevant laws and regulation and consistently follows them Shows a thorough knowledge of relevant laws and regulations and consistently follows them <p>Functional Skills</p> <ul style="list-style-type: none"> Probability Statistical Measures Perimeter and Area including circles 	<ul style="list-style-type: none"> Supports the company in applying the regulations. Is able to behaviour in a manner which demonstrates a professional attitude and works within the legal and organisational frameworks Will be able to recognise SPAG errors in written documentation. Will understand ratio requirements. 	<p>Liaise with H&S officer – shadow line manager or peer when conducting a risk assessment of own area or department</p> <p>Conduct own risk assessment of area of work</p> <p>16-20 Hours</p>
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<p>7</p> <p>Stakeholders</p>	<ul style="list-style-type: none"> Has a practical knowledge of managing stakeholders and their differing relationships to an organisation. This includes internal and external customers, clients and/or suppliers. Liaises with internal/external customers, suppliers or stakeholders from inside or outside the UK. Engages and fosters relationships with suppliers and partner organisations. Demonstrates they have worked with stakeholders to achieve results Goes beyond expectations to build constructive relationships with stakeholders Positively manages the expectations of colleagues at all levels and sets a positive example for others in the workplace <p>Functional Skills</p> <ul style="list-style-type: none"> Collecting and Representing Data Ratio and Proportion Properties of Angles and Shapes 	<ul style="list-style-type: none"> Liaises with internal/external customers, suppliers or stakeholders from inside or outside the UK. Engages and fosters relationships with suppliers and partner organisations Will be able to calculate KPIs against performance measures and calculate absence Will be able to communicate (Written and Verbal) how the performance measures influence performance Will be able to use effective questioning and provide constructive feedback 	<p>Research organisations stakeholders and identify their role in the supply chain</p> <p>OneFile course – Stakeholders & Stakeholder Analysis</p> <p>16-20 Hours</p>
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<p>8</p> <p>Project Management PT1</p>	<ul style="list-style-type: none"> Understand project cycle, project roles and responsibilities Uses relevant project management principles and tools to scope and plan a project Skilled in the use of multiple IT packages and systems relevant to the organisation in order to: write letters or emails, create proposals, perform financial processes, record and analyse data. Examples include MS Office or equivalent packages <p>Functional Skills</p> <ul style="list-style-type: none"> Questioning Communicating relevant information Use of correct grammar 	<ul style="list-style-type: none"> Be able to agree a project with line manager, create a project proposal document which includes relevant and appropriate information to inform the need for the implementation of the project Will be able to make requests and ask detailed and pertinent questions to obtain specific information in a range of contexts Will be able to express opinions and arguments and support them with relevant and persuasive evidence 	<p>Research different project tools.</p> <p>Explore with line manager suitable improvement project</p> <p>Explore stakeholders who may be involved in project</p> <p>Look at any previous projects, the tools used and any evaluation reports.</p> <p>Shadow colleague or peer.</p> <p>16-20 Hours</p>
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<p>9</p> <p>Project PT2</p>	<ul style="list-style-type: none"> Will have knowledge of project planning/ implementation & evaluation Uses relevant project management principles and tools to scope, plan, monitor and report. Plans required resources to successfully deliver projects. Undertakes and leads projects as and when required <p>Functional Skills</p> <ul style="list-style-type: none"> Communicate information, ideas and opinions clearly and effectively, providing further detail and development if required 	<ul style="list-style-type: none"> Be able to identify project risks, stakeholders, resources, complete a impact analysis and identify costs Be able to create a Project Proposal & stakeholder communication plan. 	<p>Receive mentoring for creating a GANTT chart from line manager or peer</p> <p>Watch YouTube video on how to create GANTT chart in excel</p>
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<p>9</p> <p>Continued: Project Management PT2</p>	<ul style="list-style-type: none"> Express opinions and arguments and support them with relevant and persuasive evidence Use language that is effective, accurate, appropriate to context and situation Identify the different situations when the main points are sufficient and when it is important to have specific details Punctuate writing correctly using a range of punctuation markers Use reference materials and appropriate strategies (e.g. using knowledge of different word types) for a range of purposes, including to find the meaning of words Write text of an appropriate level of detail and of appropriate length to meet the needs of purpose and audience 	<ul style="list-style-type: none"> Know how to complete: <ol style="list-style-type: none"> Stakeholder communication plans Work Breakdown Structure Gantt Chart Be able to communicate information in different formats to differing audiences Use of acronyms Understand formatting of differing communication methods & styles Effective use of language Able to identify and use different styles of writing and voice Will be able to use correct punctuation when writing reports. 	<p>16-20 Hours</p>
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<p>10</p> <p>External Environmental Factors</p>	<ul style="list-style-type: none"> Understands relevant external factors e.g. market forces, policy & regulatory changes, supply chain etc. and the wider business impact). Where necessary understands the international/global market in which the employing organisation is placed. <p>Functional Skills</p> <ul style="list-style-type: none"> Make relevant and constructive contributions to move discussion forward Adapt contributions to discussions to suit audience, purpose, medium Interject & redirect discussion using appropriate language & register Compare information, ideas and opinions in different texts, including how they are conveyed Identify implicit and inferred meaning in texts Use correct grammar (e.g. subject-verb agreement, consistent use of a range of tenses, definite and indefinite articles) and modality devices Spell words used in work, study and daily life, including a range of specialist words 	<ul style="list-style-type: none"> Will be able to facilitate an understanding of the wider business environment. Will encourage the development of external and strategic thinking which can enable their organisation to anticipate future business threats and take action to avoid or minimise their impact Will be able to use communications skills in a variety of situations. 	<p>Research own organisations strategy</p> <p>Explore how the cost of living increase has impacted on poverty Research organisation that support food banks and other community activities</p> <p>16-20 Hours</p>
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<p>11</p> <p>Business Fundamentals - Change Management</p>	<ul style="list-style-type: none"> Understands the applicability of business principles such as managing change Makes suggestions for improvements to working practice, showing understanding of implications beyond the immediate environment (e.g. impact on clients, suppliers, other parts of the organisation). Manages resources e.g. equipment or facilities <p>Functional Skills</p> <ul style="list-style-type: none"> Understand relationship between textual features & devices, how they can be used to shape meaning for different audiences & purposes Use a range of reference materials and appropriate resources Understand organisational features and use them to locate relevant information in a range of straightforward and complex sources Communicate information, ideas and opinions clearly, coherently and effectively Write text of an appropriate level of detail and of appropriate length to meet the needs of purpose and audience Organise writing for different purposes using appropriate format and structure 	<ul style="list-style-type: none"> Will be proactiveness in dealing with change, supporting and adopting a new process or system. Therefore, helping change to occur smoothly Will be able to use informal and formal writing and verbal appropriately within the setting. 	<p>Explore with line manager an opportunity to support and manage a change.</p> <p>Investigate and analyse the most effective change management model to use to implement your change</p> <p>16-20 Hours</p>
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Decision Making

- Understand different decision making and problem solving techniques
- Applies problem solving skills to resolve challenging or complex complaints and is a key point of contact for addressing issues.
- Exercises proactivity and good judgement. Makes effective decisions based on sound reasoning and is able to deal with challenges in a mature way. Seeks advice of more experienced team members when appropriate.
- Able to choose the most appropriate IT solution to suit the business problem. Able to update and review databases, record information and produce data analysis where required.
- Applies problem solving skills to resolve challenging or complex complaints and is a key point of contact for addressing issues.

Functional Skills

- Analyse texts, of different levels of complexity, recognising their use of vocabulary and identifying levels of formality and bias
- Follow an argument, identifying different points of view and distinguishing facts from opinions.
- Identify different styles of writing and writer's voice
- Convey clear meaning and establish cohesion using organisational markers effectively
- Use different language & register persuasive techniques, supporting evidence, specialist words, suited to audience and purpose.
- Construct complex sentences consistently and accurately, using paragraphs where appropriate

- Will be able to recommend solutions to key business issues, solutions
- Be able to work in a proactive way which will mitigate the risk of problems and therefore the risk to production and or service
- Will be able to collect and represent data in the setting

Complete OneFile course – Problem Solving

Identify and discuss with line manager a recurring workplace problem.

Research most effective problem solving and decision-making techniques to resolve workplace problem

Explore organisations governance for decision making

16-20 Hours

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Presentation Skills

- Understand relevant and appropriate communication methods
- Understand IT to deliver presentations
- Takes responsibility for initiating and completing tasks, manages priorities and time in order to successfully meet deadlines
- Demonstrates good communication skills, whether face-to-face, on the telephone, in writing or on digital platforms.

Functional Skills

- Perimeter and Area including circles
- Collecting and Representing Data
- Ratio and Proportion
- Properties of Angles and Shapes
- Scale Diagrams
- Measures
- Algebra

- Be able to verbally communicate and present information to team and wider audience
- Be able to create documents
- Be able to effectively chair meetings

16-20 Hours



GATEWAY & EPA

13

Business Fundamentals - Finance

- Understands the applicability of business principles such as business finances

Functional Skills

- Number Skills and Rounding
- Decimals
- Percentages and Calculations
- Fractions
- Probability
- Statistical Measures

- Will understand business finance be able to manage finance, management, marketing, communications
- Be able to use finance to purchase assets, goods, and raw materials.
- Will be able to support the effective of managing funds
- Be able to support budget management
- Will be able to collect and represent data in the setting

Shadow line manager or peer who works within finance (a day in my shoes)

Create own personal budget

16-20 Hours

Session Title

"Intent" (Session Contents)

Transferable skills

16

17

18

GATEWAY & EPA

Gateway/ Complete end point assessment.

Knowledge Tests

- Multiple Choice Knowledge Test – 60mins – 50 Qs should be passed before moving on. Pass is 30/50 Distinction 40/50

Project

- Improvement Project Presentation can be commenced at month 9. Must be completed by the time Gateway is triggered. approval must be obtained. 15 mins presentation & 15 mins Q&A

The interview assesses:

- understanding of the portfolio to validate competence shown
- self-reflection of performance, demonstrating knowledge and how appropriate skills and behaviours have been applied
- judgement and understanding to explain appropriate examples

Portfolio

- containing a minimum of 8-12 pieces of evidence (pages)
- evidence of at least one of each of the minimum knowledge, skills and behaviours as outlined in the below assessment criteria
- documented evidence of practical observation and/or evaluation by the employer, such as acknowledgement of a skill shown or evidencing work completed on a particular project with manager comments, which is then discussed at interview

- Productivity
- Verbal communication
- Written communication
- Active listening
- Problem solving
- Meets deadlines
- Understanding and carrying out written instructions
- Teamwork
- Planning
- Organising
- Basic maths & literacy skills.
- Time management
- Gathering information
- Recall
- Using initiative
- Following procedures
- Partnership working
- Passion
- Integrity

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Quality

- Completes tasks to a high standard. Demonstrates the necessary level of expertise required to complete tasks and applies themselves to continuously improve their work. Is able to review processes autonomously and make suggestions for improvements. Shares administrative best-practice across the organisation.
- Makes suggestions for improvements to working practice, showing understanding of implications beyond the immediate environment (e.g. impact on clients, suppliers, other parts of the organisation). Manages resources e.g. equipment or facilities.
- Takes responsibility for initiating and completing tasks, manages priorities and time in order to successfully meet deadlines.
- Adheres to the organisation's code of conduct for professional use of social media.

Functional Skills

- Perimeter and Area including circles
- Collecting and Representing Data
- Ratio and Proportion
- Properties of Angles and Shapes
- Scale Diagrams
- Measures
- Algebra

- Will support their organisation to improve their product and/ or services reliability, durability and performance. Helping to differentiate them from their competitors.
- Will have an understanding and be able to apply a TQM and Kaizen approach making processes more efficient.
- Will promote a culture where quality comes first

Research the Chartered Quality Institute

16-20 Hours

END POINT ASSESSMENT INFORMATION

WHAT IS GATEWAY?

Gateway is triggered when the apprentice has achieved all knowledge, skills and behaviours set out in the assessment plan, has been on programme for a minimum of 1 year and 1 week and the apprentice, employer and training provider feel the apprentice is ready for their EPA. The gateway period is roughly 3 months, and this allows the apprentice to prepare and agree a date with the EPAO to when the assessment will take place.

Note: Gateway can only be achieved once the following has been met.

English and Maths at Level 2 (or equivalent) to be achieved

Completion of knowledge, skills and behaviours

Minimum OTJT recorded

Gateway declaration signed by apprentice, line manager and apprenticeship tutor



WHAT IS END POINT ASSESSMENT?

End Point Assessment (EPA) is made up of a range of synoptic assessments which are completed at the end of the apprentices' programme, once they have achieved gateway requirements. EPA takes place to ensure the apprentice has the knowledge, skills and behaviours outlined in the apprenticeship standard in order to be occupationally competent.

Assessments have been designed by employers in the sector and will be conducted by an Independent End Point Assessor (IEPA) who works for an End Point Assessment Organisation (EPAO). All assessments must be passed for the apprentice to achieve. There are 3 available grades for this standard; **fail, pass and distinction.**

Assessments which form EPA activities – Business Administrator Level 3

Knowledge Test	60-minute test consisting of 50 questions.
Project Presentation	15-minute presentation on project completed.
Portfolio Based Interview	45-minute interview around portfolio.



DELIVERY



WEBINARS

These will be delivered via the Microsoft Teams platform and will be a maximum of 2 hours. They may be delivered on an individual basis or with a group of apprentices. The tutor will deliver a session on a particular topic and you will have the opportunity to have input through discussion and the use of the in-platform chat facility. These webinars will provide you with learning that counts towards your off the job training and will also provide you with tasks to complete for your apprenticeship learning. Please note that webinars will be recorded and be stored securely on Onefile to evidence your learning and participation.



1:1 SESSIONS

These will be either face to face or carried out remotely via Microsoft Teams. They will provide you with dedicated time with your tutor to discuss your progress towards achieving your apprenticeship and any aspects where you may feel you need extra support or guidance. Your tutor will also provide you with feedback on any work that has been set and guide you towards the next steps in your apprenticeship programme. Your tutor can also guide you towards additional resources that stretch your knowledge and understanding of relevant topics. Off the job training will also be reviewed to make sure you are on track to meet the minimum requirement. All other work set will be reviewed and any additional support provided if needed. If any assessments are planned to take place during the 1:1 visit these will be recorded and added to your OneFile portfolio as evidence towards completion of your apprenticeship.



PROGRESS REVIEWS

These can either be face to face or remote and will require the involvement of your line manager. The reviews take place at least every 12 weeks and is intended to provide an update on progress towards completion of your apprenticeship. Your manager will provide their input in order to make sure that the apprenticeship is meeting the needs of your employer and that you are gaining the skills, knowledge and behaviours to improve your working practices. Targets will be set for completion of varying tasks, which can include developing softer skills or enhancing your maths, English and digital skills. Reviews are usually recorded and then stored on OneFile.



ONEFILE ONLINE COURSES

These online courses are designed to provide essential knowledge information to continue to stretch and challenge you throughout the apprenticeship. They are designed to be completed in your own time and will have knowledge checks for each. These courses can also contribute to your apprenticeship standard in conjunction with work set by your tutor. They will help build your knowledge and can expand your understanding of the industry, as well as contributing to your off the job training.

*Please note that any webinars, 1:1 meetings and progress reviews will be recorded, and securely saved and stored to your OneFile account, where only you, your manager and Learn Plus Us staff involved in your training can have access. These will not be shared outside of OneFile without your permission.

Group webinars will also be recorded and made available as a resource on OneFile. Other apprentices may access these files if they are unable to attend the live sessions.

ESOL SUPPORT



“Teaching for me is not just a job – it is a vocation, a mission, a quest. There is no bigger reward, in my opinion, than that of seeing your learners progress and achieve their goals!”

Ava, Senior ESOL Tutor

At Learn Plus Us we are proud to have a highly skilled and dedicated ESOL team who are experienced at adapting their teaching to meet the specific English language needs for learners. Whilst we offer ESOL for Work courses separately to apprenticeship delivery, we do provide the option for apprentices to access ESOL support during their apprenticeship should they need it. We also offer in-house learning support for those with other additional learning needs or barriers to learning.

SYSTEMS

OneFile is the e-portfolio for your Apprenticeship. This is where you will store your evidence, log your off-the-job-training, and track your progress towards achievement. Gone are the days of ring binders and plastic wallets, this is your one stop shop for Apprenticeship programmes.



CENTURY is an award-winning assessment, teaching and learning AI platform that has been developed by a team of experienced teachers, neuroscientists and technologists. This platform is where you will complete your initial assessments in English and Maths and it is used to determine the starting point for all potential apprentices. It will provide you with an individualised teaching and learning experience based on the results of your initial assessments.



NEXT STEPS...

Following successful completion of your apprenticeship, you will be able to progress to the following:

- Team leading apprenticeship
- Operations/departmental manager apprenticeship
- AAT

INTERESTED?

If you are interested in starting your apprenticeship journey? Please contact us at sales@learnplusus.co.uk.

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Education & Skills
Funding Agency



Apprenticeships



Department
for Education