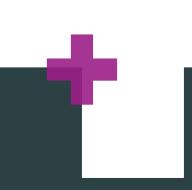


Level 2 SASE Framework in

Business Administration



Pearson is here to help you with a comprehensive range of apprenticeship products and services to support your replacement Level 2 provision in Business Administration. We can provide a number of options for your apprenticeship requirements after the SASE framework switch off on 31st July 2020.

Take a look at our apprenticeship standards offer in this sector.

OUR APPRENTICESHIP STANDARDS OFFER:

| | On – prog | | | |
|-------------------------------------|--|---|--|--|
| Standard | Qualifications (optional) | Resources | EPA | |
| Business Administrator | Pearson BTEC Level 3 Certificate for Business Administrators Pearson BTEC Level 3 Diploma for Business Administrators | Handbook EPA Practise and Prepare Resources Practice Knowledge Test Pearson Learning Hub | Knowledge testPortfolio based interviewProject presentation | |
| Customer Service Practitioner | Pearson BTEC Level 2 Certificate for Customer Service Practitioners Pearson BTEC Level 2 Diploma for Customer Service Practitioners | Handbook EPA Practise and Prepare Resources Pearson Learning Hub | Apprentice showcasePractical observationProfessional discussion | |
| Customer Service Specialist | Pearson BTEC Level 3 Certificate for Customer Service Specialists Pearson BTEC Level 3 Diploma for Customer Service Specialists | Pearson Learning Hub | Work-based project, supported by an interview Professional discussion Practical observation | |
| Team Leader/ Supervisor | Pearson BTEC Level 3 Certificate for Managers Pearson BTEC Level 3 Diploma for Managers | Handbook EPA Practise and Prepare Resources Practice Knowledge Test Pearson Learning Hub | Knowledge test Portfolio of evidence Competency based interview Professional discussion | |

For more information on our Apprenticeship standards visit: quals.pearson.com/standards

OUR QUALIFICATIONS:

In addition to our apprenticeship standards offer, we have a range of standalone qualifications developed in consultation with industry. These are specific to the Business Administration sector and are eligible for funding where applicable.

| QAN | Qualification Title | Qualification Type | 16-19 stand-alone funding | Adult Education Budget funding - 19 - 23 entitlement funding 19/20 | Adult Education Budget funding - 19+ local flexibility funding 19/20 | Adult Advanced Learner Loan funding |
|------------|---|-----------------------|---------------------------------|--|--|---|
| 601/3405/7 | Pearson BTEC Level 2 Diploma in Business Administration | Competency | Y | Y | Y | N |
| 601/3406/9 | Pearson BTEC Level 3 Diploma in Business Administration | Competency | Y | N | N | Y |
| 603/3918/4 | Pearson BTEC Level 3 Diploma for Business Administrators | Competency | Υ | N | N | Y |
| 601/5579/6 | Pearson BTEC Level 1 Award in Principles of Business Administration | Knowledge | Y | N | N | N |
| 601/5580/2 | Pearson BTEC Level 1 Certificate in Principles of Business Administration | Knowledge | Y | N | N | N |
| 601/5262/X | Pearson BTEC Level 2 Award in Principles of Business Administration | Knowledge | Y | N | Y | N |
| 601/5261/8 | Pearson BTEC Level 2 Certificate in Principles of Business Administration | Knowledge | Y | N | Y | N |
| 603/3917/2 | Pearson BTEC Level 3 Certificate for Business Administrators | Knowledge | Y | N | N | N |

For more information visit: quals.pearson.com/bus20



Pearson Learning Hub

Pearson Learning Hub provides bite-sized and mobile optimised learning programmes, which supports apprenticeships, employee development and skills training.

It includes 13 workplace behaviours and skills - designed to support employee soft-skills and behaviours development such as decision-making, problem solving, resilience and more. For example, 9 of the workplace behaviours and skills learning programmes have been fully mapped to the Level 3 Business Administrator Standard. Further Business Administrator content will be added to the Learning Hub in summer 2020.

Learning programmes include First Line Management - designed to support and develop any team leader or supervisor, as well as apprentices on Team Leader / Supervisor Level 3 apprenticeship standard.

For more information visit: go.pearson.com/lh



For more information on our Business Administration apprenticeship offer:

Contact your **Business Development Manager**

Visit: quals.pearson.com/standards

Email: wblcentresupport@pearson.com

Call: **0344 576 0045**