



Level 2 SASE Framework in

Business Administration



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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:

Standard	On - programme		EPA
	Qualifications (optional)	Resources	
Business Administrator	<ul style="list-style-type: none">● Pearson BTEC Level 3 Certificate for Business Administrators● Pearson BTEC Level 3 Diploma for Business Administrators	<ul style="list-style-type: none">● Handbook● EPA Practise and Prepare Resources● Practice Knowledge Test● Pearson Learning Hub	<ul style="list-style-type: none">● Knowledge test● Portfolio based interview● Project presentation
Customer Service Practitioner	<ul style="list-style-type: none">● Pearson BTEC Level 2 Certificate for Customer Service Practitioners● Pearson BTEC Level 2 Diploma for Customer Service Practitioners	<ul style="list-style-type: none">● Handbook● EPA Practise and Prepare Resources● Pearson Learning Hub	<ul style="list-style-type: none">● Apprentice showcase● Practical observation● Professional discussion
Customer Service Specialist	<ul style="list-style-type: none">● Pearson BTEC Level 3 Certificate for Customer Service Specialists● Pearson BTEC Level 3 Diploma for Customer Service Specialists	<ul style="list-style-type: none">● Pearson Learning Hub	<ul style="list-style-type: none">● Work-based project, supported by an interview● Professional discussion● Practical observation
Team Leader/ Supervisor	<ul style="list-style-type: none">● Pearson BTEC Level 3 Certificate for Managers● Pearson BTEC Level 3 Diploma for Managers	<ul style="list-style-type: none">● Handbook● EPA Practise and Prepare Resources● Practice Knowledge Test● Pearson Learning Hub	<ul style="list-style-type: none">● 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	Y	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

RESOURCES

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**