



Adult Skills Delivery Plan

Business Skills



To support you with your Adult Skills delivery, we have produced an example delivery plan which focuses on 'Business Skills'. The aim is to assist you in designing a flexible delivery programme, which can be tailored to the needs of your adult learners and meet the requirements of the various funding initiatives.*

*The information contained within this delivery plan is provided as a guide and is subject to change. When developing your programmes, we advise that you continue to confirm funding criteria and eligibility with the relevant sources eg: ESFA funding information - [qualifications.education.gov.uk/Home/Downloads](https://www.qualifications.education.gov.uk/Home/Downloads)

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Skills bridge to employment

Duration (Typical)	Programme Type	Product / Qualification	GLH	Funded	Weighted Rate	Learning Aim Ref	Qual No	PAM*
Up to 2 weeks	1. Introduction to Business Skills (May be suitable for Kickstart, JETS, Restart, ESF or SWAP initiatives)	Level 1 Award in Office Procedures	30	AEB	£150	50074118	8993-01	A
		Entry 3 Introductory Award in Employability Skills (choosing unit 375 Behaviour in a Business Administration Environment)	11-20	AEB / ESF	£50	6013625X	5546-01	P
		Level 1 Business and Customer Awareness (Unit 428)	7	AEB / ESF	£50	J5062700	5546-02	P
2 - 4 weeks	2. Preparing to Work in Business (May be suitable for Kickstart, JETS, Restart, ESF or SWAP initiatives)	Level 1 Award in Business and Administration	70	AEB / ESF	£300	50077387	4418-01	P
		Level 1 Award in Employability Skills	29-60	AEB / ESF	£300	60136297	5546-02	P
4 - 6 weeks	3. Industry Tasters for Business (May be suitable for Kickstart, JETS, Restart, ESF or SWAP initiatives)	Level 1 Certificate in Business and Administration	113	AEB / ESF	£724	50076656	4418-01	P
		AND/OR						
		Level 2 Principles of Providing Administrative Services (Unit 202)	32	AEB / ESF	£150	R6017639	4475-92	A/M
		Level 2 Principles of Managing Information and Producing Documents (Unit 203)	24	AEB / ESF	£150	J6017640	4475-92	A/M
7 - 10 weeks	4. Developing skills for Business (May be suitable Kickstart, JETS, Restart, Traineeships and Pre-apprenticeship programmes)	Level 1 Certificate in Business Administration	113	AEB / ESF	£724	50076656	4418-01	P
		Level 1 Using Collaborative Technologies (Unit 103)	20	AEB / ESF	£150	A5024378	4475-92	A
		Level 2 Produce Business Documents (Unit 202)	31	AEB / ESF	£150	Y5061809	5528-90	P
		and/or						
		Level 2 Certificate in Principles of Business and Administration	104	AEB / ESF	£724	50101596	4475-02	A/M

Key to terms

PAM – Portfolio / Assessment (Practical/ Knowledge) / Multiple-choice

AEB – Adult Education Budget
ESF – European Social Funding

Adult LL – Advanced Learner Loan
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Skills bridge to employment

Duration (Typical)	Programme Type	Product / Qualification	GLH	Funded	Weighted Rate	Learning Aim Ref	Qual No	PAM*
10 weeks - 12 months	5. Enhancing skills in Business (May be suitable for the initiatives above)	Level 2 Diploma in Business Administration Unit Route (NVQ/VRQ)	229	AEB / ESF	£1987	60136078	5528-90	P/A/M
		AND/OR						
12 - 36 months+*	6. Working in Business at Level 2 Level 2 NVQs in Business	Level 2 Diploma in Business Support	282	AEB / ESF	£1987	60016486	4475-12	A/M
		Level 2 NVQ Award in Business and Administration	51	AEB / ESF	£450	5009466X	4428-92	p
		Level 2 NVQ Certificate in Business and Administration	86	AEB / ESF	£724	50096771	4428-92	p
		Level 2 NVQ Diploma in Business and Administration	152	AEB / ESF	£1987	50100403	4428-92	P
12 months+*	7. Working in Business at Level 3 Level 3 NVQs in Business Level 3 Apprenticeships in Business	Level 2 Diploma in Business Administration	229	AEB / ESF	£1987	60136078	5528-02	P/A/M
		Level 3 Certificate in Principles of Business and Administration	136-176	Adult LL	£724	50100932	4475-03	A/M
		Level 3 NVQ Diploma in Business and Administration	167-272	Adult LL	£1987	50095481	4428-03	P
		Level 3 Diploma in Business Administration	282 – 432	Adult LL	£2573	6013608X	5528-03	P/A/M
		Level 3 Business Administrator Apprenticeship	N/A	Apprenticeship Funding / Levy	£5000	ST0070	9473-12	See assessment plan

*Please check individual apprenticeship standard for anticipated duration

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Example programme

Duration (Typical)	Programme Type	Product / Qualification	GLH	Funded	Weighted Rate	Learning Aim Ref	Qual No	PAM*
2 - 4 weeks	Example Programme 1: Preparing to Work in Business May be suitable for SWAP, JETs, Mini-Traineeships or Restart learners (If a higher GLH is required substitute the Award in Employability for Certificate and/or Certificate in Business Administration)	Level 1 Award in Business Administration	70	AEB / ESF	£300	50077387	4418-01	P
		Level 1 Award in Employability (6 Credits)	29-60	AEB / ESF	£300	60136297	5546-02	P
		Example Unit 411: Working as part of a team (L1)	3 Credits	AEB / ESF	£150 (If delivered as a unit only)	L5054663	5546-02	P
		**Example Unit 428: Business and customer awareness (L1)	1 Credit	AEB / ESF	£50 (If delivered as a unit only)	J5062700	5546-02	P
		Example Unit 404: Effective communication (L1)	2 Credits	AEB / ESF	£100 (If delivered as a unit only)	R5062702	5546-02	P
		**Example Unit 441: Rights and responsibilities in the workplace (L1)	3 Credits	AEB / ESF	£150 (If delivered as a unit only)	L5016883	5546-02	P
		**Example Unit 435: Awareness of equality and diversity (L1)	2 Credits	AEB / ESF	£100 (If delivered as a unit only)	D5062699	5546-02	P
		Total GLH **GLH Total includes the example employability units	144	Total Funding	£600			

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Example Traineeship programme

Duration (Typical)	Programme Type	Programme Area	AEB Funding
6 weeks - 12 months	Example Programme 2: Business Skills Traineeship Programme	Traineeship core element (work preparation and placement)	£1500
		Maths, English & Digital Skills	
		Maths Functional Skills (4748)	£724
		English Functional Skills (4748)	£724
		Digital Skills Units (4249/7574)	Matrix Funding
		Work-Ready Skills	
		Level 1 Award in Employability Skills (5546-02)	£300
		Vocational Taster	
		Level 2 Certificate in Principles of Business and Administration (4475-02)	£724
		Total Funding	£3972 (Excl Digital Skills)

For AEB-funded traineeships, the ESFA may apply a job outcome payment, depending on the type of programme being delivered. The £1000 employer incentive for each trainee taken on, up to a maximum of 10 trainees per employer has been extended for 2021-22

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Resources and contact information

Our number one goal is to provide you with an unrivalled level of support, ensuring you have the advice, guidance and resources you need to deliver the best possible experience to your learners.

Our Adult Skills team includes: AEB and Traineeships advisors and subject specialists – dedicated to support with curriculum planning, qualification delivery and understanding on the ever-changing educational environment. Dedicated Account Manager – along with a named contact for all your quality needs.

Get in touch with us to learn more about our Adult Skills provision or more about what City & Guilds qualifications can do for you or your business.

Contact us now

For enquiries about Adult Skills and digital services contact us:

T: 0192 420 6709

For information on how to become a centre visit [our webpage](#).

E: directsales@cityandguilds.com

#CGAdultSkills

W: [cityandguilds.com/adult-skills](https://www.cityandguilds.com/adult-skills)

For further information and support with our digital learning, learning materials and platforms including; SmartScreen, Portfolio Plus and e-Functional Skills Reloaded:

E: digitalsales@cityandguilds.com

W: [cityandguilds.com/digital-learning](https://www.cityandguilds.com/digital-learning)