



SmartScreen

SmartScreen Factsheet
Level 3 Business
Administrator:
Apprenticeship Training
Manual



SmartScreen Factsheet

Level 3 Business Administrator: Apprenticeship Training Manual

City & Guilds SmartScreen

City & Guilds SmartScreen is our dedicated online resource portal, supporting over 120 qualifications. It currently boasts more than 80,000 resources and pages of content for tutors and learners.

How can SmartScreen help me?

SmartScreen materials have been designed specifically for each individual qualification. They have been developed to assist tutors, and others, delivering the qualification to obtain the best possible results for their learners.

Price: Please email digital.solutions@cityandguilds.com for details

Product code: SS241017-L3

About this manual

This Apprenticeship Training Manual provides apprentices with a range of practical tasks to allow them to apply their knowledge and skills. It is designed to support formative learning by allowing the apprentice to track their progress and record evidence.

The tasks are mapped to the apprenticeship standards and have been designed to prepare learners for the requirements of their end-point assessment. Each task contains the following features:

- a list of key terms to aid learners' understanding
- information about how the task relates to the apprenticeship standards
- preparatory activities to give learners a grounding in the subject matter of the task

- a series of practical work-based activities so that learners can relate their learning to their own experiences and organisation

- an opportunity for learners to reflect on their learning and for employers and trainers to provide feedback.

The tasks should cover all the skills and behaviours required for the apprenticeship but the tasks do not need to be completed in the order given in the manual. Employers and training providers should feel free to assign the tasks in any order.

The tasks in this manual will also be available on Learning Assistant, City & Guilds' e-portfolio solution, from summer 2018. Subscribers to the SmartScreen package may use the files on any e-portfolio of their choice provided that the SmartScreen subscription is maintained.

Why choose SmartScreen?

Shake learning up	Offers flexibility in lesson delivery and learning styles.
Learn inside and outside the classroom	With increased internet speeds available to learners using smartphones, laptops and tablets, resources can be accessed at any time and in any location.
Stay ahead	The definitive source for the most up-to-date information about qualification developments and delivery information.
Do what you do best	Our lesson plans, handouts and worksheets will save tutors time, meaning that they can keep their heads out of the paperwork and teach.
Peace of mind	Peace of mind that the resources fully support the qualification.

How do I subscribe?

Visit: www.Walled-Garden.com

Call: +44 (0) 844 543 0000 (Choose option 5 – SmartScreen)

Email: directsales@cityandguilds.com

Calls to 0844 numbers cost 7p per minute plus your telephone company's access charge.

Every effort has been made to ensure that the information contained in this publication is true and correct at time of going to press. However, City & Guilds' products and services are subject to continuous development and improvement, and the right is reserved to change products and services from time to time. City & Guilds cannot accept any loss or damage arising from the use of information in the publication. ©2018 City and Guilds London Institute. All rights reserved. City & Guilds is a trademark of the City and Guilds of London Institute. City & Guilds is a registered charity (number 312832) established to promote education and training. 1 Giltspur Street, London EC1A 9DD. T +44 (0)844 543 0000. cityandguilds.com.