

Business Administration Traineeships Programme Examples

Programme example 1:

Work Placement

Exploring the possibility of using the following for gathering work placement evidence:	Profile of Achievement (3791)
---	-------------------------------

Work Preparation Training – Employability Skills

Level 2 Award in Employability Skills - (5546-02) (601/3632/7)	60 TQT
Or	
Level 2 Extended Award in Employability Skills - (5546-03) (601/3630/3)	100 TQT

Maths and English

Functional Skills in Mathematics (603/4649/8) & English (603/4647/4) (4748)	66 TQT per subject
Or	
Maths and English Skills (3847) single unit or 'themed' Awards	20 TQT for single units 60 TQT per Award
Or	
ESOL Skills for Life (4692) Award in Reading (601/4198/0), Writing (601/4199/2) or Speaking and Listening (601/4200/5)	110-120 TQT per Award

Vocational Taster

Level 2 Certificate in Principles of Business and Administration (4475-02) (QAN: 501/0159/6) Unit route available (4475-92)	130 TQT
Or	
Level 2 NVQ Award in Business and Administration (4428-02) (QAN: 500/9466/X)	90 TQT

Learn more at cityandguilds.com/traineeships

Programme example 2:

Work Placement

Exploring the possibility of using the following for gathering work placement evidence:	Profile of Achievement (3791)
---	-------------------------------

Work Preparation Training – Employability Skills

Level 1 Award in Employability Skills (5546-02) (601/3629/7)	60 TQT
Or	
Level 2 Award in Employability Skills (5546-02) (601/3632/7)	60 TQT

Maths and English

Functional Skills in Mathematics (603/4649/8) and English (603/4647/4) (4748)	66 TQT per subject
Or	
Maths and English Skills (3847) single unit or 'themed' Awards	20 TQT for single units 60 TQT per Award
Or	
ESOL Skills for Life (4692) Award in Reading (601/4198/0), Writing (601/4199/2) or Speaking and Listening (601/4200/5)	110-120 TQT per Award

Vocational Taster

Level 1 Award in Business and Administration (4418-01) (QAN: 500/7738/7)	70 TQT
Or	
Level 2 NVQ Award in Business and Administration (4428-02) (500/9466/X)	90 TQT
Or	
Level 2 Certificate in Business and Administration (QAN: 500/9677/1) Unit route available (4428-92)	210 TQT

Traineeship Funding Examples

Example 1 (19+ Funding)

Programme Area	Funding Elements
Traineeship Core Element (work preparation and work placement)	£970
English Functional Skills	£724
Maths Functional Skills	£724
Optional Vocational Element Example: City & Guilds Level 2 Certificate in Principles of Business Administration (4475-02/92) QAN - 50101596)	£724
Total Potential Funding	£3,142

N.B. for Adult Education Budget (AEB) funded Traineeships, Education and Skills Funding Agency (ESFA) may apply a job outcome payment, depending on the type of programme being delivered. More information on this can be found in the ESFA Funding Rates and Formula Guidance [HERE](#)

Example 2 (16-19 Funding)

16 to 19-year-old Traineeships are funded via the 16 -19 funding formula method. Funding amounts will depend on the number of hours the programme contains, when agreed between the provider, employer and learner.

Band	Planned hours		National funding rate per student
5	540+ hours	16 and 17 year olds, student aged 18 and over with high needs	£4,188
4a	450+ hours	Students aged 18 and over who are not high needs	£3,455
4b	450 to 539 hours	16 and 17 year olds, Students aged 18 and over with high needs	£3,455
3	360 to 449 hours		£2,827
2	280 to 359 hours		£2,234
1	Up to 279 hours		£4,188 per full time equivalent (FTE)

Qualifications Grid for Traineeships

Example Programme Resource

ESFA funding stream

Learning Aim Reference (QAN)	Learning Aim Title	Qualification Type	Level	Guided Learning Hours	Weighted Funding Rat	16-19 Funding	Adult Education Budget (AEB)	City & Guilds Qual number
50074118	Award in Office Procedures	Award	1	30	£150.00	Yes	Yes (local flex)	8993-01
50075317	Award in Office Procedures	Award	2	60	£300.00	Yes	Yes (local flex)	8993-02
50076656	Certificate in Business and Administration	Certificate	1	113	£724.00	Yes	Yes (local flex)	4418-01
50077387	Award in Business and Administration	Award	1	70	£300.00	Yes	Yes (local flex)	4418-01
5009466X	NVQ Award in Business and Administration	Award	2	51	£450.00	Yes	Yes (local flex)	4428-92
50096771	NVQ Certificate in Business and Administration	Certificate	2	86	£724.00	Yes	Yes (local flex)	4428-02
50098718	NVQ Certificate in Business and Administration	Certificate	1	73	£724.00	Yes	Yes (local flex)	4428-01
50101596	Certificate in Principles of Business and Administration	Certificate	2	104	£724.00	Yes	Yes (local flex)	4475-02
60059278	Award in Effective Team Member Skills	Award	2	9	£150.00	Yes	Yes (local flex)	8003-11
60059308	Certificate in Effective Team Member Skills	Certificate	2	45	£724.00	Yes	Yes (local flex)	8003-21
60058122	Award in Employee Rights and Responsibilities	Award	2	32	£150.00	Yes	No	4255-02

We're here to help

To find out more about the Traineeship options, feel free to email us at directsales@cityandguilds.com or phone **01924206709** and our customer team will be able to support you.