BUSINESS AND ADMINISTRATION TRAINEESHIP PROGRAMME



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 – Preparing for Employment (5546-02) (QAN: 601/3629/7)

29-60 GLH

MATHS & ENGLISH

Functional Skills in Mathematics & English (3748)	45 GLH per Award
Or	
Maths & English Skills (3847) single unit or 'themed' Awards	20-60 GLH per Award
Or	
ESOL Skills for Life (4692) Award in Reading, Writing or Speaking & Listening	55-86 GLH per Award

VOCATIONAL TASTER

Level 1 Award in Business and Administration (4418-01) (QAN: 500/7738/7)	70 GLH
Level 2 NVQ Certificate in Business and Administration (4428) (QAN: 500/9677/1) Unit Route available (4428-92)	84-90 GLH