

Business Skills (including Digital) Pathway Apprenticeship Programme

About Pathway Apprenticeship Programmes

Pathway Apprenticeship programmes are funded by the Scottish Government and have been developed in response to COVID-19. These programmes aim to support you in gaining an industry recognised qualification and to develop your knowledge, skills and experience in a sector with future opportunities.

About GP Strategies

GP Strategies is a nationwide training provider and apprentice recruitment specialist. Our success comes from over 25 years in UK government-funded training and more than 50 years in managed learning services, offering a unique service to our employers.

Eligibility

A Pathway Apprenticeship could help you to prepare for the world of work. To qualify you must be –

- aged 18 years or under;
- able to participate fully in the Pathway Apprenticeship programme and attend as required; **OR**
- participating in a Kickstart programme (aged 16-24) * Please note increased age range for Kickstart participants.

Ideally, you should have:

- a minimum of two relevant National 5 units as well as a qualification in English & Maths;
- have some experience in using Microsoft Office packages;
- have an interest in a career within Business & Administration

What is in it for You?

Delivered by GP Strategies:

- You will gain knowledge, skills and experience through a series of structured trainer led activities which will be delivered remotely through Microsoft Teams.
- These activities will enable you to gain real work experience through industry projects or work placements.
- The course lasts up to 26 weeks and you will be paid £100 as a weekly allowance. Full attendance must take place.
- You will be supported throughout by our dedicated training team who will provide tailored support shaped around your needs.
- Following successful completion, you will have gained a **Foundation Apprenticeship Certificate** and valuable insight and experience of the world of work within your chosen specialism.

Our Business Skills Programme

Our Business Skills framework will allow you to develop key skills and knowledge in some of the fundamental areas of Business Administration and develop your end user skills.

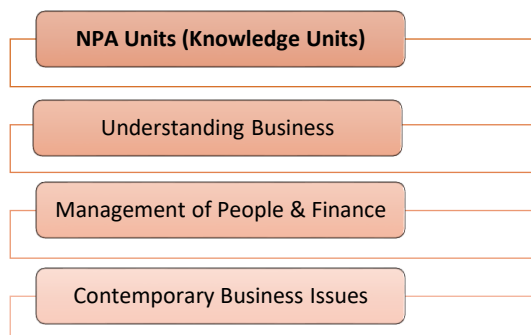
- You will cover a range of skills which will help you to build a strong foundation and knowledge around a variety of topics such as **understanding business**, **managing people** and **finance** as well as utilising IT skills with **Spreadsheets** and **Word processing**.
- You will undertake a work-based project which is devised to enhance your employment skills as well as introducing and developing **meta skills** such as **self-management**, **social intelligence** and **innovation**. You will have the opportunity to gain an industry-recognised qualification and accelerate your progression into future employment or further apprenticeship opportunities.

So, how does it work...?

The content of our Business Skills programme includes all of the following:

National Progression Award (NPA)	SVQ Units
<ul style="list-style-type: none"> ○ Understanding Business ○ Management of People & Finance ○ Contemporary Business Issues ○ Web Apps: Word Processing ○ Web Apps: Spreadsheets 	<ul style="list-style-type: none"> ○ Plan how to Manage & Improve Own Performance in a Business Env ○ Communication in a Business Environment ○ Support Other People to Work in a Business Environment ○ Design & Produce Documents

Work Based Challenge Unit (WBCU) including Metaskills



All of the above units are separate components of the programme but they are strongly linked and as you progress through the programme, you will gather evidence that may connect to more than one of the components.

Work-based Challenge Unit

This is an overarching project that will be agreed with your employer and will be tailored towards both their needs and your interests.

The project will encompass all of the skills you are required to complete as part of your apprenticeship framework.

Examples of projects could be around any of the following areas (this is not an exhaustive list but for illustration only): **Marketing & promotional material / Review of specific procedures and associated documentation**
Social Media and Online Marketing / Research Project

Meta Skills

Meta skills include skills such as problem solving, critical thinking, communication and creativity. By focusing on these throughout the programme you will be developing new skills that will help you excel in the ever changing world of work.

Following Completion:

There are many options available for you on completion of our Pathways Apprenticeship programme. GP Strategies have access to a range of employers and a Recruitment Specialist on hand to help you with the next step in your journey. We also have Apprenticeships available in the following occupational areas that you may wish to consider going forward:

Qualification	Likely Role
Business & Administration	Administration Officer, Administrator, Personal Assistant
Digital Applications Support	Administration or Data Management, Web Publishing or Creative Industries
Diploma in IT	IT Services, Software & Web Development, Technical Consulting

Next Steps: If you are interested in exploring a career path in a growth industry and developing your skills, contact James McBean (07827 356949 / jmcbean@gpstrategies.com) or Louise Findlay (07971 598876 / lfindlay@gpstrategies.com) to register your interest in our Pathway Apprenticeship programme. We look forward to hearing from you.