



SmartScreen

SmartScreen Factsheet
Level 3 Business
Administrator:
Apprenticeship Training
Manual



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Level 3 Business Administrator: Apprenticeship Training Manual

City & Guilds SmartScreen

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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.
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Peace of mind	Peace of mind that the resources fully support the qualification.

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