



## MODULE ONE UNDERSTANDING ORGANISATIONS

- Understand the department in which the learner works, the organisation's aims and how the job role fits within their organisation
- The organisation's purpose, values and vision for the future
- Identify the organisational structure and how the learner's work will benefit the organisation
- Understand other types of organisation structure

## MODULE TWO VALUE OF SKILLS

- Business administration principles including integrity, reliability, motivation, proactivity and positivity
- Qualities contributing to progression in a career
- Types of leadership that motivate staff
- Know how to establish and measure against KPIs

## MODULE THREE STAKEHOLDERS

- How to manage stakeholders including internal and external customers, clients and suppliers
- Methods of liaising with stakeholders
- Building constructive relationships

## MODULE FOUR REGULATIONS

- The laws and regulations that apply to the learner's job role, including data protection, health and safety, compliance, brexit and other legislative changes
- How to support their organisation in applying these regulations

## MODULE FIVE POLICIES

- Internal policies of the organisation
- Key business policies relative to organisations' sectors

## MODULE SIX BUSINESS FUNDAMENTALS

- Business budgets and sources of finance
- PESTLE analysis
- Managing changes
- Project management principles

## MODULE SEVEN PROCESSES

- Making payments
- Processing customer data
- Review processes to make suggestions for improvement
- Administering and processing an invoice

## MODULE EIGHT EXTERNAL FACTORS

- SWOT (strengths weaknesses, opportunities, threats)
- PESTLE (political, social, economic, environmental, technological, legal) affecting the organisation
- Impacts of policy/regulatory changes to an organisation
- International and global markets affecting the organisation

## GATEWAY READINESS AND END POINT ASSESSMENT



- Knowledge Test - 60 minute multiple-choice test
- Portfolio-based Interview: 30-45 minute interview with questions related to the learner's portfolio
- Project Presentation: 10-15 minute presentation based on where the learner has improved within the company

**LIVE TUTOR LED SEMINARS FOR  
EACH MODULE PLUS 1-2-1  
COACHING SESSIONS**



**SUPPORT FROM NEURODIVERSITY  
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