




# BUSINESS AND ADMINISTRATION

## Map key





-  Potential apprenticeship standard
-  Standard in development
-  Approved for delivery  
(L+number) Occupational level

## Human Resources Pathway

### Technical Occupations

#### Human Resources Administrator







Provision of largely transactional human resource services e.g. recruitment, HR administration, rewards and recognition, training and development, etc

- HR Support (L3)** 
- Learning & Development Practitioner (L3)** 
- Recruitment Consultant (L3)** 
- Recruitment Resourcer (L2)** 

### Higher Technical Occupations

#### Human Resources Manager




Management of routine human resource services, usually with specific expertise in a human resource discipline e.g. equality and diversity, training and development, employee representation. Significant problem solving is core to these occupations

- Coaching Professional (L5)** 
- Diversity & Inclusion Officer** 
- Employability Practitioner (L4)** 
- HR Consultant Partner (L5)** 
  - Core HR
  - HR Operations
  - Organisation Development
  - Resourcing
  - Total Reward
- Learning and Development Consultant Business Partner (L5)** 
- Trade Union Official (L4)** 

### Professional Occupations

#### Human Resources Professional

Provision of high level human resource advice and leadership across an organisation combined with the ability to define strategic and operational organisation-wide human resource challenges and to develop lasting solutions

- Arbitration Professional** 
- Career Development Professional (L6)** 
- Senior People Professional (L7)** 
  - Senior Human Resources (HR) Professional
  - Senior Learning & Development (L&D) Professional
  - Senior Organisation Development (OD) Professional

# Management and Administration Pathway

## Technical Occupations

### Administrator






Co-ordination, management and delivery of specific business processes and also their direct provision to users

- Business Administrator (L3)** 
- Electoral Services Officer (L3)** 
- Improvement Technician (L3)** 
- Leisure Duty Manager (L3)** 
- Library, Information & Archive Services Assistant (L3)** 
- Public Sector Compliance Investigator & Officer (L3)** 
- Public Service Operational Delivery Officer (L3)** 
- Team Leader or Supervisor (L3)** 

## Higher Technical Occupations

### Business Manager












Lead and manage a project (business/process improvement), business support services and/or run a practice using the full range of business systems, procedures and accounting practice. Includes the ability to set-up and develop a new business

- Associate Project Manager (L4)** 
- Community Energy Specialist (L4)** 
- Corporate Responsibility & Sustainability Practitioner (L4)** 
- Data Protection & Information Governance Practitioner (L4)** 
- Dental Practice Manager (L4)** 
- Governance Assistant (L4)** 
- Improvement Practitioner (L4)** 
- Improvement Specialist (L5)** 
- Information Manager (L4)** 
- Junior Management Consultant (L4)** 
- Operations or Departmental Manager (L5)** 
- Policy Officer (L4)** 
- Quality Practitioner (L4)** 
- Regulatory Compliance Officer (L4)** 
- Revenues and Welfare Benefits Practitioner (L4)** 
- School Business Professional (L4)** 

## Professional Occupations

### Management Professional

Leader of a business process and/or unit requiring the ability to analyse and improve complex business-wide processes and risks. Also includes the ability to provide a full range of company legal and financial knowledge relevant to running a company

- Asset Management Professional (L7)** 
- Chartered Manager (degree) (L6)** 
- Company Secretary** 
- Improvement Leader (L6)** 
- Management Consultant** 
- Operational Research Specialist (L7)** 
- Project Manager (integrated degree) (L6)** 
- Senior Leaders Masters Degree (L7)** 
- Service Designer (L6)** 
- Sustainability Business Specialist (L7)** 
- Systems Thinking Practitioner (L7)** 
- Trading Standards Practitioner (L6)** 