

INDIVIDUAL LEARNING PLAN

Business Administration, Scotland

SCQF Level 6 | Standardised example template

Important: This is an example learning plan and does not contain confirmed delivery dates. Specific dates, joining links, deadlines and any timetable changes will be provided through BPP's online learning platform, the Hub. Session times and durations below are indicative and are based on the supplied programme plan.

Programme at a glance

Programme duration	13 months
Work-based competency	8 units completed through a series of 9 assignments
Enhancement	Additional unit or higher-level Core Skill, if required, confirmed by the assessor
Delivery model	Workplace learning, assignments, Meta-skills, progress reviews and Core Skills where required

Indicative live sessions and milestones

The supplied Business Administration plan does not specify webinar start/finish times. These are therefore shown as 'To be confirmed' rather than estimated.

Stage	Session or milestone	Example time	Length	Type
Month 1	Induction, paperwork and Meta-skills introduction	To be confirmed	To be confirmed	Induction
Month 2	Develop Self & Improve Own Performance - Part 1	Flexible	Self-paced	Assignment
Month 3	Use Digital Communications	Flexible	Self-paced	Assignment
Month 4	Collaborate and Provide Support in a Business Environment	Flexible	Self-paced	Assignment
Month 5	Plan and Organise Meetings	Flexible	Self-paced	Assignment
Month 6	Analyse and Report Data	Flexible	Self-paced	Assignment
Month 7	ICT Core Skills, where required	Flexible	Self-paced	Core Skills
Months 8-9	Store and Retrieve Information Using a Filing System	Flexible	Self-paced	Assignment
Months 9-10	Undertake and Support Work Practices in a Business Environment	Flexible	Self-paced	Assignment
Month 11	Undertake and Support Work Practices, continued	Flexible	Self-paced	Assignment
Month 12	Communicate in a Business Environment	Flexible	Self-paced	Assignment
Month 13	Develop Self & Improve Own Performance - Part 2	Flexible	Self-paced	Assignment
Throughout	Face-to-face progress review	To be agreed	45-60 mins	Review
Throughout	Telephone or online progress review	To be agreed	Approx. 30 mins	Review

Learning activities and module structure

Work-based competency units

8 units completed through 9 assignments

- Develop Self & Improve Own Performance in a Business Environment, Parts 1 and 2
- Use Digital Communications
- Collaborate and Provide Support in a Business Environment
- Plan and Organise Meetings
- Analyse and Report Data
- Store and Retrieve Information Using a Filing System
- Undertake and Support Work Practices in a Business Environment
- Communicate in a Business Environment

Meta-skills

Activity is planned across the programme

- Introduction and self-assessment
- Goal setting with the learner, line manager and assessor
- Record of Meta-skills Development with relevant evidence
- Reflective professional discussion at review

Core Skills

Requirements and exemptions are confirmed during onboarding

- Previously achieved Core Skills may provide exemptions
- Any required Core Skills must be completed before the end of the apprenticeship

Using the Hub

The Hub is BPP's online learning environment. Learners should use it for programme information, learning resources, live-session links, recordings and confirmed deadlines. The Hub remains the definitive source where information differs from this example plan.

Support and progress reviews

- A Skills Coach Assessor supports the learner throughout the programme.
- Formal face-to-face reviews are expected at least every 13 weeks and last approximately 45 minutes to 1 hour.
- The line manager is expected to join at least the final 15 minutes of the face-to-face review.
- Telephone or online reviews in other months take approximately 30 minutes, with line manager involvement towards the end.
- BPP learning-support services can discuss reasonable adjustments and additional support.