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Prospectus



“Babington have never failed to support, accommodate and advise us. Their communication and flexibility have been key to delivering the programme quickly and successfully with a wide range of partners internally and externally”



Build your future with us...

Welcome

“We are committed to offering a **positive personalised learning experience** to support your career progression in an environment which ensures you are successful”

Here at Babington we offer you the opportunity to develop (learn), work (earn) and succeed (achieve) to establish a career (progress). As an independent training organisation we provide Apprenticeships and Higher Qualifications in Business and Finance.

Whether you are currently employed, starting your career search or just keen to explore your potential, our rolling programmes are personalised to meet your needs.

Our strong learner support service creates an environment where you can gain greater confidence through personal development, which leads to higher aspirations and achieving your goal! We have one of the country’s highest achievement rates (Babington 87% vs national average 75%) and with our recent investment we aim to continually improve your experience with Babington.

Babington offers you a unique opportunity to build your career, combining worked based competence with professional qualifications. Our Apprenticeship programme enables you to earn as you learn and progress to higher skills, higher qualifications and job promotion.

I’m delighted to welcome you to Babington Business College.

Dr Chris Payne FCMi MIO
CEO, Babington Business College

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Off-Job Training

- Day Release
- Self Study
- E-Learning
- 1-2-1 Training
- Projects
- Underpinning Knowledge
- Support Materials

(Figure 1)

How our programmes work

Our work Based Learning approach enables us to provide you with a **personalised [individual] learning plan**. This involves understanding how you learn, where you work and what skills and knowledge you need to be competent in your job, which prepares you for your future career progression.

Babington brings together the **best of Teaching and Learning**, a combination of “off the job” and “on the job” training events - see Blended Learning Model (Figure 1).

Our Business & Finance Apprenticeship family offer:

- Apprenticeships
- Advanced Apprenticeships
- Higher Apprenticeships

Our Business & Finance Higher Education, Higher Skills offer:

- Foundation Degree
- Degree
- ACCA/CIMA

Off-Job Training

- Portfolio
- Testimony
- Tests/Exams
- Simulation
- Evidence
- Observations

Off-Job Training

- Job Rotation
- 1-2-1 Training
- Job Shadowing
- Coaching/Mentoring
- Work-Based Projects
- Application of learning
- Feedback

Accountancy

Level 2

Level 3

Level 4

Foundation Degree Level 5

Degree Level 6

Business Administration

Level 2

Level 3

Level 4

Foundation Degree Level 5

Degree Level 6

Customer Service

Level 2

Level 3

Level 4

Foundation Degree Level 5

Degree Level 6

Team Leading & Management

Level 2

Level 3

Level 4

Foundation Degree Level 5

Degree Level 6

Providing Financial Services & Advice

Level 2

Level 3

Level 4

Foundation Degree Level 5

Degree Level 6

Higher Skills & Higher Education

Finance

Human Resources

Marketing

Foundation Degree Level 5

Degree Level 6

Progression

“Developing Your Career”

Enabling you to **gain skills and qualifications** through our unique Apprenticeship programme, prepares you for progression into our Higher Skills and Higher Education programme.

You may already have the right level of skills, experience and qualifications to enter directly onto our Higher Skills and Higher Education programme.

Recognition

“Developing Your Higher Aspirations”

We believe **success breeds success**, and recognising achievements is an important part of our journey with Babington.

The hard work and achievements of our learners does not go unrecognised. We hold annual graduation ceremonies with mortar board and gown to celebrate your achievement at the highest level.

We also **encourage and support you** if you wish to use your skills to achieve greater recognition such as entering the prestigious WorldSkills Event.

Engaging

“Developing Your Learning Skills”

Learning to learn may sound easy, but our experience is that **every learner is different**. Our modern approach to teaching is driven by you, the learner. We recognise that balancing work and learning with your social life can be difficult. To help, we will provide you with additional support and resources such as your own **Virtual Learning Environment** where you can take control of your own learning and success!

Communication

“Developing Your Social Network”

The use of **Facebook, MySpace and Twitter** enable us to build a better relationship with you, the learner. Regular status updates are posted to keep our customers informed of the latest news, promotions and events Babington is involved in. Picture posts and as-it-happens news are regular features as we aim to keep you in the know. With quick responses to your queries and up-to-date information, we will be on hand to help you with anything you need around the clock.

Babington’s use of these social networks also provides you with the opportunity to correspond and keep in touch with like-minded people.

Equality, Diversity & Safety

“Developing Your Well Being”

Babington Business College recognises that there is no such thing as a ‘typical’ learner. Our **commitment to Equality and Diversity** means that we welcome learners of all ages, abilities, personal attributes and cultural backgrounds.

We want everyone who lives or works in our local community to feel confident about coming here to study and to know that they will be encouraged and supported to achieve the best they can.



Accountancy

What does this programme offer me?

- An opportunity to gain valuable qualifications and a rewarding career in business, accountancy or finance.
- A genuine positive route into the accounting profession, gaining marketable skills and earning whilst learning.
- Fully qualified staff dedicated to passing on their own expertise and experience in the profession.
- Membership of the AAT and benefit from a comprehensive Continuous Professional Development programme.
- Business owner as a Member in Practice offering accountancy services as a MAAT.

How can I progress?

- Study towards the professional accountancy qualifications through CIMA or ACCA.
- Specialise in Taxation, Management Accounting or Financial Accounting or even Public Finance.
- Move on to a degree then a masters degree in a related discipline.
- It's also possible to enter a higher education course in a subject related to accounting, banking, insurance, or other financial services. If you're interested in a finance career, an Apprenticeship is a great way to get into the market.
- Opportunity to specialise or diversify into different areas of accounting activities.

What are my job and career opportunities?

This Apprenticeship could find you working in an accounts department or helping an organisation manage their finances properly. Upon completion, there are various different roles you could progress into including an Accounts Supervisor, Accounts Manager, Auditor or a Payroll Supervisor - and ultimately, a Chartered Accountant, Certified Accountant or Finance Director.



I would highly recommend the Accountancy Apprenticeship because I am receiving excellent training both at work and college whilst working towards a prestigious qualification

Business & Administration

What does this programme offer me?

- You will learn the skills and knowledge associated with all aspects of Business and Administration.
- Profit from high quality, modern training on a range of complex tasks in a variety of work contexts.
- 97% of employers say that effective administration is essential to their business, so they do a crucial job.
- Administrators are vital to the smooth running of a business.
- One of the great things about Business & Administration is that it is needed in all forms of business. With your transferable skills, you could be working in a record company or a charity. Administration roles are also an excellent starting point to move into management once you have more experience.

How can I progress?

- Move from Level 2 through to Level 6.
- Advance to a complementary programme at a higher level, for example Management.
- Qualify for a Degree programme.
- Progress to Team Leading and Management or diversify into other vocational areas eg. Accountancy.



What are my job and career opportunities?

Completing Babington's Business Administration programme will enable you to move into more senior roles. The role of Office Manager, overseeing a team of Administrators, is a common route most graduates take. Other roles include: Clerical Assistant, Personal Assistant, Secretary and Office Administrator.

I have benefited from undertaking an Apprenticeship a great deal by applying what I learnt to my job role

Customer Service

What does this programme offer me?

- Customer Service is the core to every successful business.
- This Apprenticeship teaches you the skills to provide excellent customer service, and can be applied to hundreds of job roles across many different sectors, from government to telecommunications.
- Customer Service is aimed at candidates who will be delivering and managing service whilst also being accountable in the area of practice.
- Greater confidence working without direct supervision or on your own.
- The knowledge to lead a team to improve customer service, deal with customers in writing or using ICT, build customer relationships, monitor and solve customer service problems and gather, analyse and interpret customer feedback.

How can I progress?

- Move from Level 2 through to Level 6.
- Move onto a complementary programme at a higher level, for example Management.
- Qualify for a Degree programme.



What are my job and career opportunities?

Completing this Apprenticeship is a way of providing evidence of skills that will serve you well in virtually any industry - so it's a very good way to move forward, even if you're still undecided about your future career. Some of the roles you could progress into are: Bank/Building Society Customer Advisor, Customer Service Assistant/Manager, Sales Department Supervisor, Call Centre Supervisor and Medical Centre Supervisor.

This programme certainly prepared me for the diversity of my current role as it varies greatly from day to day

Team Leading & Management

What does this programme offer me?

- This Apprenticeship can be applied across a broad range of sectors and job roles. Good managers and team leaders are essential to the success of any business, so the skills gained on this Apprenticeship are transferable and valuable.
- Programme tailored to meet individuals aspects of management roles, both current and future.
- You will gain the theories and practical skills to enable you to become an effective manager to meet your business responsibilities at all levels.

How can I progress?

- Move from Level 2 through to Level 6.
- Complete a Degree in Management.

What are my job and career opportunities?

Upon completion of the Management Apprenticeship, typical job roles could see you as a: Section Manager, Senior Supervisor, HR Assistant, Deputy Manager, Regional/Divisional Manager, Finance Manager, Project Manager, Operation Manager and a HR Manager.



I now have something to aim for and Babington has allowed me to study towards a good qualification whilst earning a wage

Providing Financial Services & Advice

What does this programme offer me?

- Technical qualification which is relevant to your work such as Chartered Insurance Institute (CII) technical qualification which is relevant to your work role: a Certificate in General Insurance or Certificate in Financial Administration or Institute of Financial Services (IFS) CeMAP.
- Programmes are tailored to support your work and can include units such as new business processing, claims, customer service, underwriting, fact finding and mortgage advice.
- Relevant technical exams from the CII, IFS, CeMAP or CF.

How can I progress?

- You can enter the Apprenticeship programme at a level to suit your experience with opportunities to progress to Advanced Level.
- You can progress to Diploma or Associate level with the CII, IFS or other professional body.
- If you undertook the Advanced Apprenticeship you may choose to continue with your professional qualifications and progress to higher levels including Chartered status.
- Degree programmes in Business Studies.

What are my job and career opportunities?

Your qualification may lead to you advising clients, leading a team or managing an office. Employment opportunities may include roles with: Financial advisers, Insurance brokers, Call centres, Banks, Estate agents and other Mortgage lenders.



The guidance and support I have received from my tutor throughout my training has been very helpful

Higher Skills & Higher Education

What do these programmes offer me?

- From developing your professional skills for Business and Finance at the highest level, to achieving a BA (Hons) Degree.
- Entry through a Foundation Degree in Business or Finance.
- Completing a BA (Hons) Degree is a specialised area to meet your career aspirations;
 - BA (Hons) Business Studies.
 - BA (Hons) Business Studies Marketing .
 - BA (Hons) Business Studies Human Resource Management.
 - BA (Hons) Business Studies Finance.

How can I progress?

- Opens up new opportunities into senior roles within your chosen career.
- Qualify for Masters Degree.



What are my job and career opportunities?

Within a higher level of skills underpinned with a Degree qualification enables you to work in a senior role, within your chosen specialism such as Director of Finance, Director of Marketing, Director of Human Resources and Director of Operations, or even Chief Executive!

The unique way Babington has helped me develop my career has enabled me to work and earn whilst gaining a whole range of qualifications