

# Postgraduate Bulletin

Issue 23 Europe UK Region April 2013

A Message to Postgraduate Students....



## APPRENTICESHIPS & FUNDING FOR POSTGRADUATE STUDIES

Postgraduate studies courses that benefit from government funding through the National Apprenticeship Scheme are being researched. Apprenticeships are being actively promoted by the current government and these courses are fully funded for students aged 18 on enrolment and 50% funded for students aged 19-23 on enrolment. So far one apprenticeship course in business administration is available (see below) and we hope that there will be more to follow. Please note that this apprenticeship funding applies only to students living in England, not Scotland, Wales, etc.

## ADVANCED APPRENTICESHIP IN BUSINESS ADMINISTRATION (AABA)

A new Apprenticeship course in Business Administration has been launched which benefits from government funding (as outlined above). This is a flexible qualification covering a range of skills appropriate to the Administration Officer/Executive, Personal/Executive Assistant or Secretary. Lasting twelve months, the course involves "hands-on" study with the majority of learning completed during work hours. There is a small pilot scheme due to be launched very shortly for AABA involving a limited number of English students and, pending the success of this scheme, watch out for a wider promotion of AABA and possibly other Apprenticeship courses for this year's Year 13 leavers. For more information contact Giles Bennett: [giles.bennett@ubteam.com](mailto:giles.bennett@ubteam.com)

## MAY 21<sup>ST</sup> WORKSHOP

The Double Entry Bookkeeping Workshop announced in our March Bulletin (Issue 22) has now been arranged for Tuesday 21<sup>st</sup> May at Welcome House, Falkland Close, Coventry, CV4 8AU. Due to the excellent facilities at Welcome House we can accommodate a few more students. If you wish to attend please send email to [geoff.holding@ubteam.com](mailto:geoff.holding@ubteam.com)

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PGS = Postgraduate Studies  
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## WHOOOPS!

We apologise that most copies of Bulletin Issue 21 went out bearing the date 'January 2013' in error. Issue 21 was the February Bulletin.

## BUSINESS COURSES ARE PRIORITY

Valuable guidance received is that business-related courses should be the first to be considered by potential postgraduate students. These include Accountancy, Taxation, Business Management, Purchasing & Supply, Law and Sales & Marketing courses. However, students who have a leaning towards practical rather than academic subjects should not dismiss the need to pursue a postgraduate course just because business-related courses are encouraged. There are many other approved courses available and every effort is made to match a course to each individual's aptitudes. If you need help to identify a suitable non-business course send an email to [oliver.woodcock@ubteam.com](mailto:oliver.woodcock@ubteam.com)

## EASY ACCESS TO PGS INFORMATION

We are pleased to announce that Postgraduate Studies now has a new area on the main UBT website. It can be found by going to <http://ubteam.co.uk/products-services/business-services/post-grad-studies.html>. This means that postgraduate students (existing and potential), business owners, employers, parents and any other interested persons will be able to access the latest course information at any time. We will be working to improve, update and add useful information to this website, so take a look at what is on offer now and remember to review it regularly. If you experience difficulties or cannot locate the information you need, send an email to [tim.haughton@ubteam.com](mailto:tim.haughton@ubteam.com)

## ENTHUSED STUDENTS

An AAT student just completing Level 2 says that she 'would definitely recommend everyone who has the ability, to take up post-grad study – it is definitely the way forward.'

A 45-year-old struggling businessman sings the praises of 3MAC, saying – 'The help from Finance Coach is brilliant...if I had known the things 3MAC teaches me 20 years ago our business would be very different today!'

And another: 'Thank you for 3MAC! An understanding of finance is crucial. **A light has come on in my head!**'

## PROJECT MANAGEMENT ACCELERATES!

There is a growing demand for our Project Management Course since receiving the clear guidance that '**project management applies to everyone.**' The course recommended is very accessible and is suitable even for school leavers who may not yet be working in a specific management role. Project management applies to so many walks of life and aspects of a job that it is an essential skill to acquire, so why not go for increased effectiveness in every one of your roles? Recommended study time is 120 hours with a target of one year to complete the course. Interested persons should send an email to [oliver.woodcock@ubteam.com](mailto:oliver.woodcock@ubteam.com) for details.

*Difference in results due to creatorial capacity is very small. Difference in results due to training and effort is very great.*