PROGRAMME INFORMATION · LEVEL 4 · ST0273

Professional Business Advisor Development Programme

Underpinned by the Level 4 Associate Management Consultant apprenticeship, incorporating the SFEDI Level 5 certificate

An 18-month programme tailored for business advisors and consultants. Apprentices learn the whole advisory role, from reading a client's finances to delivering change, and apply it to real clients in their own organisation.

18	5	£9,000	SFEDI
months, including assessment	modules, each evidenced through real client work	funding band per apprentice	Level 5 Certificate in Professional Business and Enterprise Support

The apprenticeship journey

WEEKS 1–13
Foundations of business advisory and management consultancy

WEEKS 14–26
Finance and data

WEEKS 27–39
Advisory and consultancy in practice

WEEKS 40–52
Project and change management

WEEKS 53–65
Professional advisory and consultancy practice; capstone and gateway

Assessment. End-point assessment is a project carried out on programme, started in Module 4, and a professional discussion after learning is complete. Apprentices also complete SFEDI assignments as they progress through the apprenticeship, finishing the qualification after end-point assessment, when the SFEDI Certificate is awarded.

What apprentices learn to do

- Understand the business advisor role and build trusted client relationships
- Read a business's finances and judge its performance
- Diagnose the real problem, research it properly and set out advice a client can act on
- Engage stakeholders, present findings and facilitate discussions
- Plan and deliver projects and support change
- Design solutions around the people who will use them
- Exercise professional and ethical judgement, including the responsible use of AI

Who it is for

Business advisors, business support and growth-hub advisors, business analysts, associate and junior consultants, and anyone who advises clients or internal teams as part of a wider role.

Assessed by an independent end-point assessment organisation (EPAO). At least 396 hours of off-the-job training, around 6 hours a week.

The programme incorporates the SFEDI Level 5 Certificate in Professional Business and Enterprise Support.

Delivery options

Both options cover the same content, follow the same schedule and include the same six progress reviews. Each runs as an open cohort, bringing together advisors and consultants from different organisations, or as a closed cohort for apprentices from a single organisation.

5 TO 9 APPRENTICES

Small group online

Live online workshops and group tutorials, with 1-2-1 coaching.

15 online workshops
10 group tutorials
8 coaching sessions

10 TO 15 APPRENTICES

Large group

Full-day in-person workshops, online workshops and group tutorials, with 1-2-1 coaching.

5 full-day workshops
10 online workshops
10 group tutorials
8 coaching sessions

Support for every apprentice

- A named Programme Coach throughout
- Written comments on every module submission within 15 working days
- Online learning platform with all materials and templates
- Progress reviews with the line manager at Weeks 1, 13, 26, 39, 52 and 65

Employer commitments

- A line manager who joins the six progress reviews and observes the apprentice's advisory session in Module 3
- Around 6 hours a week of off-the-job time
- Real client or organisational work for each module, including a project or change initiative for Module 4
- Access to the people, information and meetings the work needs

£9,000

Funding band per apprentice, covering training, coaching, materials and the end-point assessment. Paid from your apprenticeship levy or through government co-investment; we will confirm your position.

Further information

For eligibility, funding and start dates, contact the Academy of Leadership & Management.

info@academylm.co.uk **academylm.co.uk**

Workshops and curriculum

Workshops are full days in person (large group) or online (small group); online workshops last 3 hours; group tutorials and 1-2-1s last 1 hour.

MODULE	WHAT IS COVERED	SESSIONS (WEEK)
1 · Foundations of Business Advisory & Management Consultancy Weeks 1–13	What business advisors and management consultants do, and where the two roles meet; sectors, organisation types and delivery models; communication, questioning and building trust; ethics and inclusion; structured thinking; reflective practice and the personal development plan. The apprentice observes an experienced advisor at work	Workshop (1) Online workshops (6, 10) Group tutorials (3, 8)
2 · Finance & Data Weeks 14–26	Financial statements and terminology; profit versus cash and forecasting; financial health; KPIs and ratios; data quality and analysis; research; trends, risks and opportunities; the business case and cost-benefit view; presenting finance to a non-financial audience	Workshop (14) Online workshops (19, 23) Group tutorials (16, 21)
3 · Advisory & Consultancy in Practice Weeks 27–39	Defining the problem and finding root causes; SWOT and PESTLE; research; stakeholder mapping and engagement; influencing and credibility; supporting client decisions; structured recommendations, the advisory report and presenting to a client. The line manager observes the apprentice's advisory session	Workshop (27) Online workshops (32, 36) Group tutorials (29, 34)
4 · Project and Change Management Weeks 40–52	Project lifecycle and methodologies; objectives, scope and action planning; managing delivery, risks, issues, assumptions and dependencies; digital and AI tools; drivers of change; change management models; working through resistance; monitoring and reviewing outcomes	Workshop (40) Online workshops (45, 49) Group tutorials (42, 47)
5 · Professional Advisory & Consultancy Practice Weeks 53–65	User-centred solution design; integrating finance, analysis, delivery and change into one recommendation; professional and ethical judgement, including when to use AI; managing a whole engagement independently; facilitation; reviewing own development. ALM observes the apprentice, and the capstone review precedes gateway	Workshop (53) Online workshops (58, 62) Group tutorials (55, 60)

1-2-1 coaching runs alongside every module, with eight sessions across the programme. Monthly tasks build towards a work-based report at the end of each module.

Progress reviews with the apprentice, line manager and coach take place at Weeks 1, 13, 26, 39, 52 and 65. Gateway to end-point assessment follows the Module 5 capstone at Week 65.