

# Delivery plan map

Your individualised learning plan,  
delivered by BPIF Training  
L3 Business Administrator

	MONTHS 1-2	MONTHS 3-4	MONTHS 5-6	MONTHS 7-8	MONTHS 9-10	MONTHS 11-12	MONTHS 13-14	MONTHS 15-16	MONTHS 17-18
WORKSHOP	1 Personal Development	2 Time Management	3 Communication	4 Business Environment	5 Legislation	6 Business Finance	7 Decision Making	8 Project Management	10 EPA Preparation
KNOWLEDGE, SKILLS & BEHAVIOUR CRITERIA	P42, P45, D40, D43	P19, P50, D49	D22	P25, P27, D25, D27, D28	P21, P26, D21, D26	P14, P16, P18, P20, D14	P7, P37, P39, D35, D36, D38, D42	P2,P4,P7,P8,P9,P10,P11,P12,P13, P37,P38,P39,P40,41,P43,P44,D 2,D3,D6,D7,D8,D9,D10,D11,D12, D35,D36,D37,D38,D39,D40,D4 1,D42,D43	Core knowledge, skills and behaviour
OFF THE JOB ACITIVITIES	Series of workshops with resources, research, completing activities, preparing presentation, gathering evidence for WBP and preparing for Portfolio Interview.	Series of workshops with resources, research, completing activities, preparing presentation, gathering evidence for WBP and preparing for Portfolio Interview.	Series of workshops with resources, research, completing activities, preparing presentation, gathering evidence for Portfolio Interview.	Series of workshops with resources, research, completing activities, preparing presentation, gathering evidence for Portfolio Interview & Knowledge Test.	Series of workshops with resources, research, completing activities, preparing presentation, gathering evidence for Portfolio Interview & Knowledge Test.	Series of workshops with resources, research, completing activities, preparing presentation, gathering evidence for WBP and preparing for Portfolio Interview.	Series of workshops with resources, research, completing activities, preparing presentation, gathering evidence for WBP, preparing for Portfolio Interview and Knowledge Test.	Series of workshops with resources, research, completing activities, preparing presentation, gathering evidence for WBP, preparing for Portfolio Interview and Knowledge Test.	Series of workshops with resources, research, completing activities, preparing presentation, gathering evidence for WBP, preparing for Portfolio Interview and Knowledge Test.
PLANNED OFF THE JOB HOURS	53	53	42	55	53	40	60	75	40 <b>TOTAL 471</b>
PORTFOLIO INTERVIEW	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	N/A
PROJECT & PRESENTATION	Yes	Yes	No	No	No	Yes	Yes	Yes	N/A
KNOWLEDGE EXAM	No	No	No	Yes	Yes	No	Yes	Yes	N/A