

BUSINESS ADMINISTRATOR

LEVEL 3

 12-18 MONTH PROGRAMME

Supporting and engaging with different parts of the organisation, interacting with both internal or external customers

Introduction to the course

Successful Business Administrators enjoy a skill set that contributes to an organisation's efficiency and is transferable across all business sectors. As an advanced apprenticeship, this programme has been designed to allow learners to develop their skill set by helping them to form in-depth knowledge of the industry and business environment in which they work.

Learner outcomes

Learners will develop their knowledge of the business principles, laws, and regulations to enable them to meet stakeholder needs and expectations. This includes: communicating effectively with all stakeholders in a business environment; managing resources in line with an organisation's core values and business principles; and understanding the logistics of managing events and projects.

This programme will enable the learner to assess the growing range of communication tools now available to a business and apply the appropriate workplace communication method to ensure effective and impactful communication.

Assessment

The on-programme learning includes the apprentice working on a work-based project. The project will be chosen by the apprentice with the guidance of the employer and trainer encompassing process improvements. The project will incorporate scoping, planning, stakeholder communications, monitoring and reporting. Once the trainer and employer is confident that all the requirements of the standard have been met, along with English and Mathematics at Level 2 have been achieved, the learner will progress to the End-Point Assessment gateway.

End-Point assessment comprises of a 60 minute multiple choice online assessment, portfolio based interview and a project presentation.

A good fit for

Learners looking to enter business administration roles or existing staff wanting to develop in their roles.

Future job roles

- Administration Team Leader
- Office Supervisor
- Personal Assistant

What's next?

On successful completion of this apprenticeship learners may progress to the Business and Professional Administration Level 4 apprenticeship.

Course overview

-  **START DATE**
Flexible
-  **LEVEL**
3
-  **DURATION**
12-18 months
-  **DELIVERY**
Blended
-  **ASSESSMENT**
On-programme and End-Point Assessment
-  **QUALIFICATION**
Apprenticeship certificate confirming Business Administrator competencies
-  **ENTRY REQUIREMENTS**
Business Administration Level 2 preferred

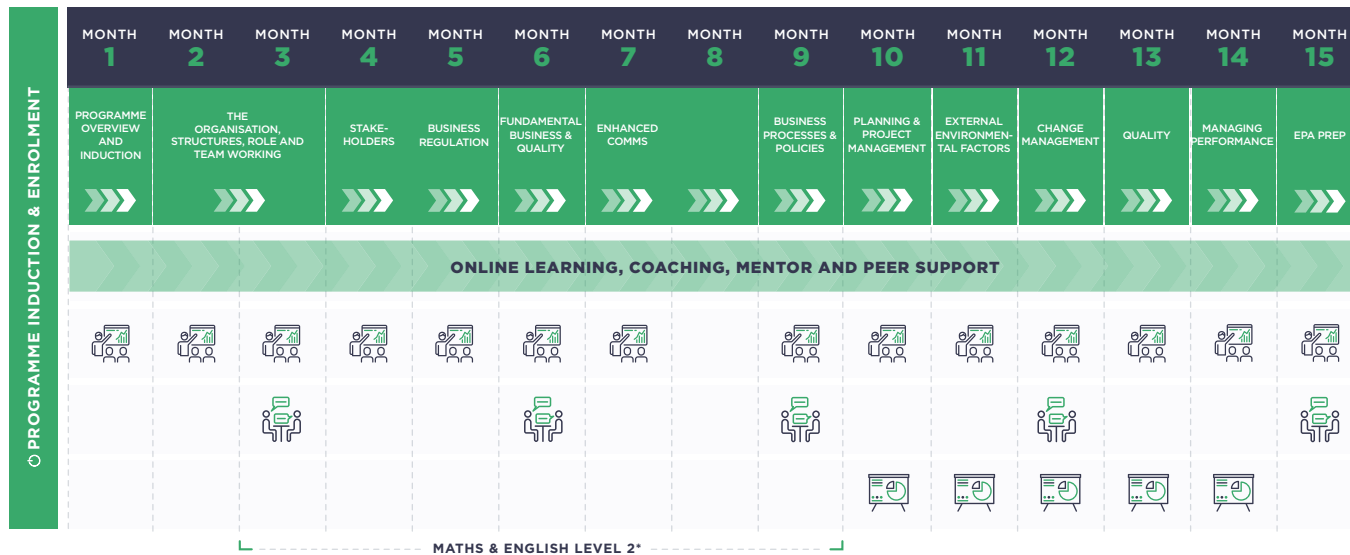
BUSINESS ADMINISTRATOR LEVEL 3

12-18 MONTH PROGRAMME

Delivering responsibilities efficiently and with integrity showing a positive attitude. Demonstrating strong communication skills whilst developing a range of business skills suited to the organisation



BLENDED DELIVERY MODEL



3 MONTHS

GATEWAY

END POINT ASSESSMENT

- ✓ Knowledge Test
- ✓ Portfolio Based Interview
- ✓ Project Presentation

★ APPRENTICESHIP ACHIEVED!

KEY



Workshop/
virtual
session



Project



Progress &
Development
Review

ADDITIONAL SUPPORT Additional support for the apprenticeship programme will be provided where the learner or trainer has identified this is required. Additional support will be tailored to learner needs.

* Maths and English functional skills may be included in your apprenticeship programme depending on the programme requirements and your prior attainment level.