



Business Administrator Level 3



The Business Administrator apprenticeship is ideally suited for individuals working in a business administration role across any industry. It aims to develop learners' highly transferable knowledge, understanding and skills across a range of administrative practices and tasks, which can be applied to all industries.

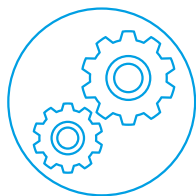
The responsibilities of the role are to support and engage with different parts of an organisation and interact with internal or external customers. With a focus on adding value, the role of business administrator contributes to the efficiency of an organisation, through support of functional areas, working across teams and resolving issues as requested. The flexibility and responsiveness required allows the apprentice to develop a wide range of skills.

The apprenticeship programme includes the following modules:

- **Principles of business administration**
- **Personal and professional development**
- **Managing performance**
- **Your organisation**
- **Communication in a business environment**
- **Project management**
- **ICT for business**

As well as the on programme assessment there will be an end-point assessment which will be carried out by an external independent assessor. This will include; a **multiple choice** and **short answer test**, a **portfolio based interview** and a **project/improvement presentation** completed by the apprentice within their workplace. Each component of end-point assessment is graded with an overall grade given fail/pass or distinction.

How it works



This is an 15-month programme. You will have dedicated learning time that takes a blended approach that includes e-learning, self-study as well as attendance at workshops. However, as the apprenticeship is a work-based qualification it means that much of your learning and assessment will be completed on the job. It will be a perfect opportunity for you to gain the knowledge, skills and behaviours required to provide holistic, evidence based administration. You will build an apprenticeship portfolio of evidence using real pieces of work which your dedicated assessor will guide you on, so you'll be demonstrating your learning whilst doing your job.

Entry Requirement



You must be in an appropriate role with the opportunity to fulfill the requirements within each module. Employed for a minimum of 16 hours a week and supported by your manager.

In addition you will require;

- The appropriate values and attitudes for the programme
- Minimum initial assessment at level 1 in maths and English
- Apprentices without level 2 English and maths will need to achieve this level prior to taking the end-point assessment.

Qualification



On successful completion of this fully accredited programme will also achieve a Level 3 Diploma in Business Administration.

That all sounds great! What do I need to do next?

If you are interested in the course, please speak to your line manager and then complete your initial apprenticeship application form. A member of the team will then be in touch.