



Business Administrator Level 3 Apprenticeship

Business administrators have a highly transferable set of knowledge, skills and behaviours that can be applied in all sectors. The role may involve working independently or as part of a team and will involve developing, implementing, maintaining and improving administrative services. Business administrators develop key skills and behaviours to support their own progression towards management responsibilities. 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.

Your training will include the following topics:

- Organisation and business structure
 - Skills and Qualities
- Understanding relevant analysis tools
- Stakeholders and understanding needs
- Effective relationships and communication techniques
- Regulations & Legislation
- Business Fundamentals
 - project and change management
- Business Fundamentals - processes
- Understanding business policies/scope

EPA Requirements:

- Multiple Choice Test
- Business Project
- Professional Discussion underpinned by a Portfolio of Evidence

Who is it suitable for?

Anyone working in an administration job role. It would be beneficial to have access to a range of computer based systems such as Microsoft Office. The apprentices will also benefit from access to business departments such as HR, finance, sales and marketing and support services to be able to fully understand the broader administrator job role.

How long will it take?

A minimum of 12 months training followed by up to 3 months for EPA

Functional Skills requirement:

English & Maths is now optional for apprentices aged 19 and over. During the initial assessment, a discussion will take place between the apprentice and employer to determine whether they will pursue English & Maths as part of their learning. If all parties agree English & Maths will be undertaken, this training will be included as part of the apprentice's training plan. This requirement remains mandatory for apprentices aged 16-18

Progression routes

Upon completion of this standard you will be able to progress to a level 4 apprenticeship, there are many sector specific level 4 apprenticeships available depending on your job role

