

LEVEL 3 BUSINESS ADMINISTRATOR

Business administrators have highly transferable knowledge, skills and behaviours that can be applied in all sectors. These include small and large public, private, and charitable businesses. The role may involve working independently or as part of a team and will consist of developing, implementing, maintaining, and improving administrative services. Business administrators develop essential skills and behaviours to support their progression towards management responsibilities.

DELIVERY OVER 21 MONTHS

INDUCTION

One day induction to apprenticeship programme, meeting with a Skills Coach and delivery plan agreed.

IN COLLEGE

Weekly workshops and monthly work based session for the duration of Programme.

ONLINE

Access learning materials 24/7 via Smart Assessor - your online learning environment

ASSESSMENT

On programme assessments every 6-8 weeks, including progress reviews every 8-10 weeks.

END POINT ASSESSMENT

- Project/improvement presentation knowledge test
- Portfolio submission
- Reflective discussion

QUALIFICATION

- Level 3 Business Administrator Standard

GATEWAY

- Professional qualification
- Level 3 Business Administrator Apprenticeship
- Apprentices without Level 2 English and maths will need to achieve this level prior to taking their End Point Assessment (EPA).

PROGRESSION

Management or senior support roles.

KNOWLEDGE/SKILLS/BEHAVIOURS

Knowledge

- Good level of IT skills
- Record and document production
- Decision making
- Interpersonal skills
- Communications
- Planning and organisation

Skills

- The organisation policies
- Business fundamentals
- Relevant regulation

Behaviours

- Professionalism
- Personal qualities
- Managing performance
- Responsibility
- Adaptability

ENTRY REQUIREMENT

GCSE Grades 9 - 3; A* - D; Functional Skills Level 1 or initial assessment results at Level 1; In a job role which allows for independent work at Level 3. Individuals requiring additional support are required to participate in an intensive week programme; otherwise, are mandated to attend weekly sessions.