

Develop your career
with valuable skills
for the workplace

Level 3 BUSINESS ADMINISTRATOR

Your future starts here

SUPPORT
ORGANISE
COMMUNICATE
DEVELOP
SUCCEED



Course Overview

Key responsibilities include developing, implementing, maintaining and improving administrative services. In doing so, the apprentice is expected to work independently and take responsibility for the outcomes of their work, with support of the employer and the training provider. Through working across functional areas, apprentices build team relationships quickly and learn from others to develop specific skillsets.



Role Overview

Business administrators have the transferable knowledge, skills and behaviours that employers need. This makes them vital to both large and small businesses in many industry sectors, whether public, private or charitable. The role may involve working alone or as part of a team. Responsibilities include developing, implementing, maintaining and improving administrative services. Other responsibilities involve supporting and engaging with different parts of the organisation. Business administrators also work with many different parts of an organisation.



“Gain the skills,
confidence and
experience to build
a successful career
in business support”



Develop
essential
digital skills



Build your
confidence
and career
prospects



Work across
a range of
business
departments



Be part of a
growing and
successful
industry



Knowledge

- ✓ The organisation – organisational purpose, activities, aims, values, vision for the future, resources, and the way that the political/economic environment affects the organisation.
- ✓ Organisation structure and how they fit in with the team, understanding how their work benefits the organisation.
- ✓ Managing stakeholders.
- ✓ Relevant laws and regulation.
- ✓ Internal and key business policies.
- ✓ Managing change, business finances and project management.
- ✓ Organisations processes.



Skills

- ✓ IT and document production – use of IT packages, record and analyse data, produce and maintain accurate records and documents.
- ✓ Coaching others.
- ✓ Decision making.
- ✓ Interpersonal skills.
- ✓ Communication skills.
- ✓ Quality.
- ✓ Planning and organisation.
- ✓ Project management.



Behaviours

- ✓ Professionalism and personal qualities.
- ✓ Managing performance.
- ✓ Adaptability and responsibility.

Make a real
difference by
keeping businesses
organised and
running smoothly



Professional Recognition and Progression

The administration role may be a gateway to further career opportunities, such as management or senior support roles.



Typical Duration
12 Months



Funding Value
£5,000



Training Method
Blended



Apprenticeship End Point Assessment

Apprenticeship Assessment is completed between 30-90 days of completion.

Assessment Methods:

- ✓ 60-minute multiple choice test
- ✓ Project presentation



What to expect from us

- ✓ Tailored learning plans to support each individual.
- ✓ Dedicated and professional account management & recruitment.
- ✓ Highly experienced tutors and delivery support team.
- ✓ Ongoing support throughout the apprenticeship.
- ✓ Monthly visits from our Skills Coaches / Teams calls.
- ✓ Designated safeguarding officer.