



Business Administrator Level 3

Apprenticeship

Business administrators have a highly transferable set of knowledge, skills and behaviours that can be applied in all sectors. This includes small and large businesses alike; from the public sector, private sector and charitable sector. The role may involve working independently or as part of a team and will involve developing, implementing, maintaining and improving administrative services.

Key responsibilities of a Business Administrator may include general administrative duties, demonstrating strong communication skills, problem-solving and decision-making, potential people management, through mentoring or coaching, and record and documentation production.

OVERVIEW OF PROGRAMME

Below are examples of what the Apprenticeship may include. By selecting specified units, Apprentices can also work towards achievement of the Level 3 Business Administration Certificate and in doing so, will also cover most of the knowledge and skills required for the Level 3 Apprenticeship.

- Performance and improvement
- Business and factors influencing
- Principles of administration
- Communication and information
- Business fundamentals and finance
- Understanding the customer service environment
- Managing personal and professional development

END POINT ASSESSMENT

To successfully complete the Apprenticeship, each Learner must pass an independent End Point Assessment, which includes:

- **Multiple choice exam**
- **Project report, presentation and questioning**
- **Professional discussion underpinned by the portfolio of evidence**

Successful outcome will be graded as either Pass or Distinction.

DELIVERY STRUCTURE

Programme delivery is flexible and is tailored to meet industry, sector and role needs. Apprentices benefit from a blended learning programme that includes:

- Skills coach and tutor support
- Online learning and delivery sessions
- Self-study tasks
- Regular progress reviews, calls or visits with their skills coach
- English/Maths specialist tutor support where required

GIVE YOUR EMPLOYEES
THE OPPORTUNITY TO
ELEVATE THEIR CAREER
WITH AN APPRENTICESHIP AND
BECOME A LEADER IN YOUR
BUSINESS TODAY...



SKILLS AND BEHAVIOURS

- Decision making
- Interpersonal skills
- Communication
- Planning and organisation
- Project management
- Quality
- Managing performance
- Professionalism
- Adaptability
- Responsibility
- Personal qualities

KEY INFORMATION

- Duration of Programme:** 15 months
- Qualifications Gained:** Level 3 Apprenticeship in Business Administration, Level 3 Business Administration Certificate (embedded qualification), Level 2 in Functional Skills in Maths and English (if applicable).
- Typical Job Roles:** Business Administrator, Administration Coordinator, Personal Assistant, Secretary and Admin Team Member
- Progression:** The administration role may be a gateway to further career opportunities, such as management or senior support roles. Team Leader Level 3 or Operations/Departmental Manager Level 5
- Programme Value:** £5,000 (funded by Levy or Government funding depending on company size)

SRApprenticeships 

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