



BUSINESS ADMINISTRATOR APPRENTICESHIP

**Level:**

3

Duration:

15 - 18 months

Entry requirements:

A minimum of three GCSE at grade C (grade 4) or above including English OR prior experience in a business or administration role

Overview:

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. Business administrators develop key skills and behaviours to support their own progression towards management responsibilities.





Assessments:

At the end of the programme of learning The End Point Assessment consists of three elements, all of which may be completed online. All assessment methods need to be passed. Each assessment method should directly assess the knowledge, skills and behaviours of the Standard. The assessor has the final decision.

1. Knowledge Test
2. Portfolio-based Interview
3. Project Presentation:

Your certification will be with City and Guilds for a Business Administrator standard.

Aim:

The business administrator is expected to deliver their responsibilities efficiently and with integrity – showing a positive attitude. The role involves demonstrating strong communication skills (both written and verbal) and adopting a proactive approach to developing skills. The business administrator is also expected to show initiative, managing priorities and own time, problem-solving skills, decision-making and the potential for people management responsibilities through mentoring or coaching others.

Skills

- Skilled in the use of multiple IT packages and systems relevant to the organisation
- Produces accurate records and documents
- Decision making
- Interpersonal skills
- Demonstrates good communication skills
- Completes tasks to a high standard
- Planning and organisation
- Project management

Knowledge

- Understands organisational purpose, activities, aims, values, vision for the future
- Knows organisational structure and demonstrates understanding of how their work benefits the organisation
- Has a practical knowledge of managing stakeholders
- Understands laws and regulations that apply to their role
- Understands the organisation's internal policies
- Understands the applicability of business principles
- Understands the organisation's processes
- External environment factors

Behaviours

- Behaves in a professional way
- Personal qualities
- Takes responsibility for their own work
- Adaptability
- Responsibility

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Method of delivery?

- Flexible delivery comprising of knowledge and tutorial workshops for one to one development and support, this comprises of one day classroom delivery or work based learning
- Face-to-face tutorials
- Access learning on e-portfolio
- Awarding body registration and certification
- Opportunities to develop real life workplace projects with employers
- Assessor visits

Job examples?

administration executives/officers, administration team leaders, personal assistants or secretaries, including legal or medical secretaries

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