

BUSINESS APPRENTICESHIP - LEVEL 3

WHY YOU?

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.

DURATION: 15 - 18 months. As well as regular visits from your assessor you'll also attend additional knowledge classes (online) for one day a week (for 10 weeks) to support you through your Apprenticeship.

TRAINING LOCATION: Online learning

ENTRY REQUIREMENTS: A minimum of three GCSEs at grade 4 (C) or above including English and maths OR prior experience in administration or a similar role

JOB ROLES INCLUDE: Administration Executives / Officers, Administration Team Leaders, Personal Assistants or Secretaries, including Legal or Medical Secretaries

OUR OFFER INCLUDES:

- Flexible delivery comprising of x10 knowledge and tutorial workshops for one-to-one development and support
- One-to-one tutorials
- Access to learning on e-portfolio
- Awarding body registration and certification
- Regular assessor visits

EMPLOYER BENEFITS:

- Highly skilled employees with globally recognised qualifications
- Engaged, knowledgeable and driven employees
- An excellent recruitment service to match your job role with the right applicant
- Regular reviews for behaviour, development and welfare of the learner

LEARNER BENEFITS:

- Motivated, challenged and engaged learners, linking knowledge to their job roles
- Excellent career advice and guidance
- Progression to Higher / Degree Apprenticeships and highly skilled roles
- An increase in potential earnings, working whilst studying

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COURSE DETAILS

It comprises of a Level 3 Standard which will be completed over an 15 -18 month period.

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

- Organisational purpose, activities, aims, values, vision for the future
- Organisational structure and demonstrates understanding of how their work benefits the organisation
- Practical knowledge of managing stakeholders
- Laws and regulations that apply to their role
- Organisation's internal policies
- Applicability of business principles
- Organisation's processes
- External environment factors

BEHAVIOURS

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

END POINT ASSESSMENT

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

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

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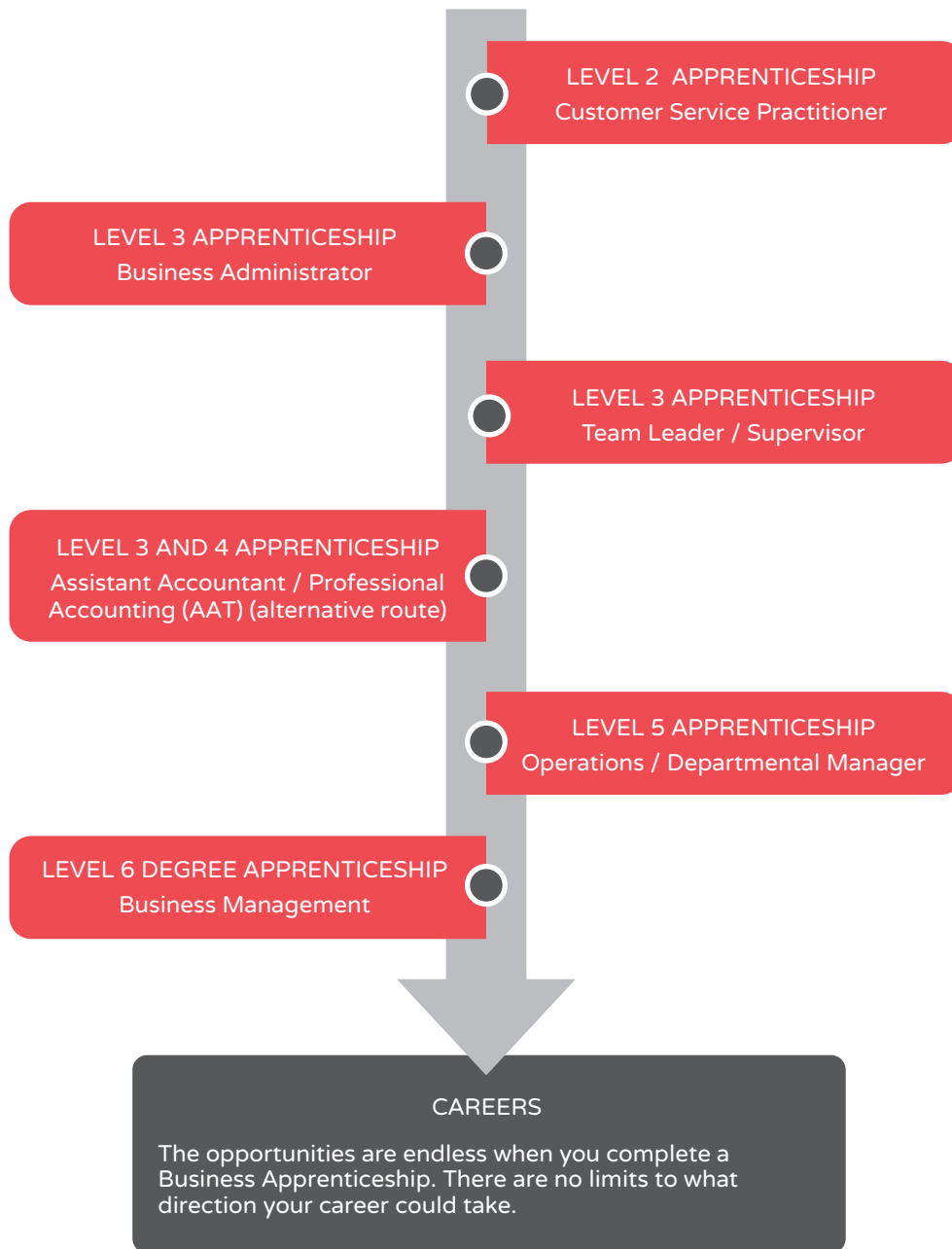
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YOUR APPRENTICESHIP CAREER PATH

Below is an example career path showing how you can progress up to a Level 6 qualification. At the end of every qualification you have the option to leave your education and progress with your career - you don't need to study up to level 6.



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