



University of Central Lancashire

Training 2000

INFORMATION FOR LEARNERS

# Business Administrator Apprenticeship

## Level 3

---

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.



[www.training2000.co.uk](http://www.training2000.co.uk) | 01254 54659 | [info@t2000.co.uk](mailto:info@t2000.co.uk)



# Business Level 3

## Apprenticeship information

### Duration

15 - 18 months.

As well as regular visits from your assessor you'll also attend additional knowledge classes (online) for half a day a week (for 10 weeks) to support you through your Apprenticeship.

### Where will I study?

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. You may have to complete your English and Maths Functional Skills depending on your GCSE grades.

## Our Apprenticeship 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

# What you'll learn

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.

## Key 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

## Key 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

## Key behaviours

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

---

# How you'll be assessed?

At the end of your Apprenticeship you'll go through an end-point assessment (EPA) and be graded based on a:

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

# Your Apprenticeship career path

Below is an example career path showing how you can earn, learn and study up to Degree level with an Apprenticeship. Training 2000 are part of the University of Central Lancashire which makes it easier than ever to progress on to a Degree Apprenticeship.



The opportunities are endless when you complete a Business Apprenticeship. There are no limits to what direction your career could take.

## Interested? Apply now

[www.training2000.co.uk](http://www.training2000.co.uk)

01254 54659

[info@t2000.co.uk](mailto:info@t2000.co.uk)

Proud to be part of the



University of  
Central Lancashire  
UCLan