University of Lancashire
Training 2000

INFORMATION FOR STUDENTS

Apprenticeships

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

Duration: 19 months

Where will I study:
One day every 2 weeks - online learning

Entry requirements:
A minimum of two GCSEs at grade 4 (C) or above including English and maths. You may have to complete your English and Maths Functional Skills depending on your GCSE grades and age.

What you'll learn

A 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. A 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.

- 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
- 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
- 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 a pass or distinction 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 or Degree.

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

Interested? Apprenticeships start throughout the year. Apply now!

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