

Business Administrator Level 3 Apprenticeship Standard



Overview

The Business Administrator Level 3 Apprenticeship Standard is designed to develop your skills and knowledge further and enhance your career prospects in the business world. As a natural progression from the Level 2, this Apprenticeship is suitable for anyone working in either of the following roles:

- Administration Assistant
- Personal Assistant
- Business Administrator
- Office Assistant
- Office Supervisor

The knowledge, skills and behaviour that you develop with this Apprenticeship can be applied across all sectors in many different types of businesses. Upon successful completion of this Apprenticeship, you will qualify with a Level 3 Business Administrator Apprenticeship plus Level 2 Functional Skills in Maths & English.

Business administrators have a highly transferable set of knowledge, skills and behaviours that can be applied to all sectors. This includes small and large businesses alike; from the public sector, private sector and charitable sector.

The exact details of your job depends on your specific employer, but typically you can expect to work between 35 and 40 hours a week, Monday to Friday.

Outline of Programme

This Apprenticeship is delivered in the workplace over 12 – 18 months via regular support from one of our professional tutors. 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 throughout the public, private and charitable sectors. Your role may involve working independently or as part of a team and will involve developing, implementing, maintaining and improving administrative services.

Our professional tutors will deliver learning and provide coaching and resources to develop your skills, knowledge and behaviour in the following key areas:

Skills	Knowledge	Behaviours/Attitude
The organisation	Business fundamentals	Professionalism
Policies	Project management	Managing performance
Stakeholders	Decision making	Adaptability
Relevant regulation	Planning and organisation	Responsibility
Processes	IT	Personal quotes

Cost

There are two options available;

- Levy Paying Employer – funding is drawn down from the employer levy pot
- Non-Levy Employer – co-funding available, please contact us for full details.

Important Information

- All Apprenticeships are subject to strict eligibility criteria
- Learners are required to work in the care sector for a minimum of 16 hours per week
- Learners are required to be fully committed to complete the course
- Employers are required to fully support the learner and delivery programme
- Apprenticeships require evidence of 20% off the job training and include Functional Skills English & Maths