



Business Administrator
Level 3

Overview

Apprenticeship: Business Administrator

Qualification: Level 3

Duration: 18 months

This standard contains various knowledge, skills and behaviours that will need to be demonstrated through end point assessment. In completing the knowledge test, learners will be increasing their knowledge in areas such as understanding their organisation, policies and procedures, understanding relevant legislation that applies to their job role/organisation and external environmental factors. The apprentice will be required to put together a portfolio based on their 'best' work over the course of the programme, which will demonstrate their skills in ICT, communication, decision making, planning and organisation and project management. Apprentices will be required to work towards a project from month 9 in the programme in which they will be required to show how they have met all the knowledge, skills and behaviours within the standards.



Type of job roles the programme is for

- Business Administration Team Leader
- Office Supervisor
- Personal Assistant

Qualifications

- Business Administrator Level 3
- Functional Skills in Maths
- Functional Skills in English

Progression opportunities

- Team Leader/Supervisor Level 3

Core competencies

- Communication skills
- Team working skills
- Decision making skills
- Interpersonal skills
- IT skills
- Planning and organisational skills

Training Process

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- New learners are assessed by a Skills Coach to ensure their suitability for the programme
- After this, they will complete an initial assessment and scoping to identify areas of improvement, and development goals for the apprenticeship
- An apprenticeship induction is then held for new learners, where they will be introduced to the schedule of study

Support

Ongoing Skills Development Coach Support

Gateway

- 16 months

Assessment

- 18 months
- Knowledge Test, Portfolio Interview and Project/Improvement Presentation

Pathway

Apprenticeship: Business Administrator

There is a clear GC Education & Skills career pathway for the apprentice once they've completed the Level 3 Business Administrator course.

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Business Apprenticeship Routes

Level 2

Business Administration Level 2

Customer Service Practitioner Level 2

Level 3

Business Administrator Level 3