



Business Administrator

Level: 3

Typical Duration: 18 months

Possible Job Role: Business Administrator, Office Support, Departmental Administrator

Course Overview

A Business Administrator Apprenticeship allows for the participation in the day to day running of any business across a multitude of industries; a Business Administrator apprentice would form the cornerstone of a workplace.

This apprenticeship provides transferable skills including administration, communication, IT and customer service, which can be utilised across a broad spectrum of future roles.

The aim of this qualification is to contribute to the skills, knowledge and overall performance of Business Administration for a learner. It provides an insight into the principles and processes of Business and Administration and can give a depth of understanding of the industry in which the apprentice is working.

This is an office based role, and could take place in a variety of sectors.

Qualification Achieved

On completion of this apprenticeship, you will hold a Level 3 Apprenticeship in Business Administration.

Additional qualifications achieved include:

- Level 3 Diploma in Business Administration
- Level 2 Functional Skills Mathematics
- Level 2 Functional Skills English
- Level 2 Functional Skills ICT

Progression

The role may act as a gateway to further career and training opportunities, including, but not limited to:

- Level 4 Business Administration Apprentice
- Level 3 Team Leader
- Senior Administration Support

Learning & Assessment

Apprentices will be assigned a dedicated tutor. The tutor will visit monthly in the workplace, as well as being on hand to support throughout the duration of the apprenticeship programme. The frequency of these sessions may be more, depending on the needs of the apprentice.

Assessment

Each learner will undergo ongoing assessment throughout the duration of their programme. The methods in which this apprenticeship are assessed are:

- Practical Observations
- Portfolio Evidence

Entry Requirements

Individual employers may set their own criteria for this apprenticeship.

Hire an Apprentice

We can work with you to source a suitable applicant for your organisation or you can up-skill your existing employees. If the employee is under 19 and your business has fewer than 50 employees, there will be no cost for the training. If they are over 19 and/or your business has over 50 employees then you will contribute 5% towards the cost of the training. For any businesses paying into the levy, all training costs will be covered.

Recruitment

With our Talent Match recruitment service, Talent Bank, we will advertise your vacancy, screen applicants and pre-interview potential prospects in order to ensure you only interview the most appropriate candidates for your vacancy – all free of charge.

E-Portfolio

We offer a dedicated virtual learning platform which allows learners to keep on track of their course. In addition to this, it allows our tutors and employers to keep up-to-date with the progression of learners.

#whereisyourclassroom