



## Business Administrator Level 3 Apprenticeship

Business administrators have a highly transferable set of knowledge, skills and behaviours that can be applied in all sectors. 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. With a focus on adding value, the role of business administrator contributes to the efficiency of an organisation, through support of functional areas, working across teams and resolving issues as requested. The flexibility and responsiveness required allows the apprentice to develop a wide range of skills.

### Your training will include the following topics:

- Organisation and business structure
  - Skills and Qualities
- Understanding relevant analysis tools
- Stakeholders and understanding needs
- Effective relationships and communication techniques
- Regulations & Legislation
- Business Fundamentals
  - project and change management
- Business Fundamentals - processes
- Understanding business policies/scope

### EPA Requirements:

- Multiple Choice Test
- Business Project
- Professional Discussion underpinned by a Portfolio of Evidence

### Who is it suitable for?

Anyone working in an administration job role. It would be beneficial to have access to a range of computer based systems such as Microsoft Office. The apprentices will also benefit from access to business departments such as HR, finance, sales and marketing and support services to be able to fully understand the broader administrator job role.

### How long will it take?

A minimum of 12 months training followed by up to 3 months for EPA

### Functional Skills requirement:

You will need to achieve a minimum of level 2 in maths and English or provide evidence of a suitable equivalent achievement. All apprentices will be required to work on maths and English as part of their personal development

### Progression routes

Upon completion of this standard you will be able to progress to a level 4 apprenticeship, there are many sector specific level 4 apprenticeships available depending on your job role.



Performance Learning Group

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