



# BUSINESS ADMINISTRATOR - LEVEL 3

12 MONTHS - £250 OR **FREE\***

## APPRENTICESHIPS THROUGH L & E EDUCATION

### WHO IS IT FOR?

This Level 3 qualification is ideal for individuals working within any business, big or small. This apprenticeship will help you develop efficiency and administration skills within your company.

Knowledge and skills developed include:

- ICT skills and knowledge
- Recording and producing documents
- Decision making
- Interpersonal skills
- Project management

## WHAT WE DO

L & E Education work with apprenticeship providers, with a wide range of knowledge, skills and expertise, to support you through your training. We provide advice and guidance in a variety of sectors and pride ourselves on our working relationships and bespoke approach to learning.

## LEARNER - WHAT YOU NEED TO KNOW

- Online learning
- Projects & assignments each month
- Functional skills & upskilling in Maths & English
- Additional training courses included

## EMPLOYER - WHAT YOU NEED TO KNOW

- Off the Job hours for the learner
- Attend reviews & 1-1's
- Employer liaison officer provided
- Regular contact and support

Learner

Employer

Assessor

01709 351926

info@le-education.co.uk



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At the start of your learner journey you will receive IAG to match you with your perfect course and provider. You will then complete your initial assessments, discuss your aspirations and plan your apprenticeship journey, including completing your first day of learning.

**ONBOARDING  
&  
SIGN UP**



**FIRST  
6  
MONTHS**

- Understanding the organisational purpose, aims and practice
- Value of skills and how they benefit the organisation
- Practical knowledge of managing stakeholders and relationships
- IT and interpersonal skills
- Understanding laws, regulations and data protection
- Professionalism, communications and personal skills

*Completion of Functional Skills sessions & exams, learner voice and regular welfare support*



- Planning and organisational skills, including time management
- Taking responsibility for team management and quality of projects
- Understand organisations processes
- Make effective decisions, problem solve and enjoy challenge
- Use appropriate project management tools and principles.

*Regular upskilling of Maths & English, learner and employer voice, IAG and further career development support.*

**6 - 12  
MONTHS**



**EPA**

Complete mock EPA preparation with your Assessor before being entered into your EPA. You will complete:  
A knowledge test  
Project /improvement presentation  
Professional discussion and presentation underpinned by your portfolio of evidence.

**\*FREE TRAINING**

Apprenticeships are free for learners aged 16 - 21.  
£1000 bonus available for eligible learners

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