



BUSINESS ADMINISTRATOR LEVEL 3

12 MONTHS

APPRENTICESHIP WITH FOOTBALL FAMILY

WHO IS IT FOR?

This Level 3 qualification is aimed at individuals working within a variety of sectors. Business administrators have a wide range of variable skills that can support their development towards management responsibilities. Individuals will have good communication skills and work with a variety of customers and stakeholders.

Knowledge and skills developed include:

- Showing initiative
- Managing priorities, time and workload
- Problem-solving skills
- Decision making
- People management responsibilities

WHAT WE DO

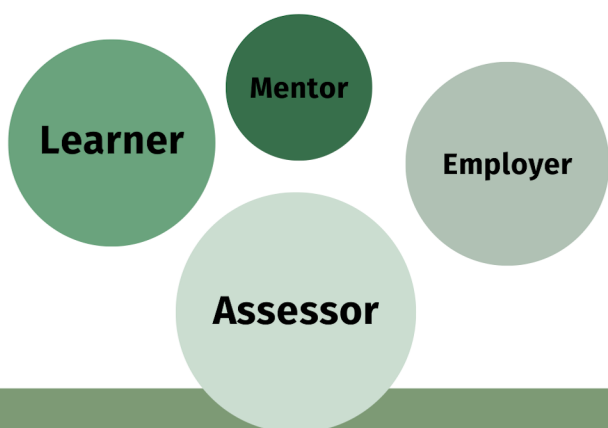
Football Family are an experienced apprenticeship provider, with a wide range of knowledge, skills and expertise. We provide support and training in a variety of sectors and pride ourselves on our mentorship enrichment within each course.


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



 01709 763272

 info@footballfamily.org.uk



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At the start of your learner journey you will receive IAG, 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.



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