



Apprenticeship standard: Business Administration Level 3

To undertake this Apprenticeship the candidate should have responsibilities for supporting and engaging with different parts of the organisation and interacting with internal or external customers. 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. The business administrator is expected to deliver their responsibilities efficiently and with integrity – showing a positive attitude. The role involves demonstrating strong communication skills (both written and verbal) and adopting a proactive approach to developing skills. The business administrator is also expected to show initiative, managing priorities and own time, problem-solving skills, decision-making and the potential for people management responsibilities through mentoring or coaching others.

What skills do staff develop?

Staff develop professional competence in many areas by completing Business Administration Apprenticeship Standard. These include:

- IT
- Record and document production
- Decision making
- Communications
- Planning and Organisation
- Project management
- The Organisation
- Relevant Regulation
- Policies
- Business Fundamentals
- External environment factor
- Professionalism
- Personal qualities
- Managing performance
- Adaptability
- Responsibility

Also, staff can improve their maths and English skills if they have not already achieved level 2 standards.

Duration

Typically, 21-24 months

Regular attendance at training sessions. Use of bespoke virtual learning environment and face to face meetings arranged with nominated management coach.

Eligibility / Entry requirements: Aged 16-60 years. Passionate about your career in Management

Minimum 95% funding covered by Government in many cases 100% talk to us re funding at contact below

Structure of Apprenticeship

Phase 1 Initial assessment

The **initial assessment** is a pre-course review to plan the candidate's training programme. Specifically, it provides the scope to develop a tailored programme which allows the candidate to acquire and practice the particular skills they need for the job role.

Phase 2 Training

Here, the apprentice undertakes a programme of on and off-the-job training which develops the skills of a competent business administrator. Training fits round around working routines. MT+ trainers are on hand to offer ongoing support.

Phase 3 Gateway

The **Gateway** is a review stage towards the end of the apprenticeship when apprentice, employer and MT+ trainer get together to see if any additional training or skills practice is needed.

Phase 4 End Point Assessment

The apprentice is assessed by an independent organisation to see if they have reached the required standards.

Progression options after an apprenticeship

On completion, apprentices can register as full members with the Chartered management institute and/or the Institute of leadership and management, and those with 3 years of management experience can apply for Chartered manager status through the CMI.

Call: 07789 930837 for further information or email: lesley@managementtrainingplus.com