

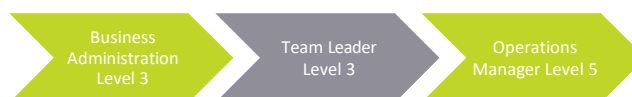


Apprenticeship standard: Business Administration Level: 3

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

Key facts:	
Duration	14 months
Study mode/frequency	Regular attendance at training sessions. Use of bespoke virtual learning environment and face to face meetings arranged with nominated management coach.
Standard:	Upon successful completion of the end point assessment, the apprentice will receive their award certificate.
Knowledge/Competency/Skills or Behaviours	<ul style="list-style-type: none"> • IT • Record and document production • Decision making • Interpersonal • Communications • Quality • Planning and Organisation • Project management • The organisation • Value of their Skills • Stakeholders • Relevant Regulation • Policies • Business Fundamentals • Processes • External environment factors • Professionalism • Personal qualities • Managing performance • Adaptability • Responsibility
Eligibility / Entry requirements:	
<ul style="list-style-type: none"> • Aged 16-60 years • Passionate about your career in Administration • Willing to work towards Level 2 Math's and English • Fully Funded under levy or 5% employer contribution 	
Functional skills	Required to work towards Level 2 in Math's and English, unless exempt with recognised prior learning.

Progression route:



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