



## Highfield Level 3 Business Administration Apprenticeship

This qualification is aimed at learners working in a business administration role. The qualification has been developed to support learners completing the Business Administrator Apprenticeship Standard. It covers the knowledge and skills requirements of the Level 3 Business Administrator Apprenticeship Standard. It is also designed as a stand-alone qualification for those learners wishing to gain a nationally recognised qualification in business administration.

### What knowledge will be gained?

The objective of the qualification is to support a role in the workplace in business administration, giving learners the opportunity to learn and evidence their knowledge and competency. The qualification provides learners with the knowledge, understanding and skills in business administration such as:

- developing, implementing, maintaining and improving administrative services
- effective communication
- showing initiative, managing priorities, problem-solving and decision making
- people management through mentoring or coaching

### How is the course assessed?

The course is assessed using a range of methods, including observation, and is usually completed within 12-18 months. A portfolio of evidence is gathered to demonstrate competencies and knowledge. You will be allocated an assessor who will support you through your learning journey.

### What are the benefits?

- \*Achieve a nationally recognised Level 3 qualification
- \*Personal & professional development
- \*Increase your knowledge and awareness
- \*Gain positive working relationships
- \*Improve your interpersonal skills
- \* Learn at a time that suits you without the need to attend college

### What will be studied?

Learners are required to successfully complete all mandatory units which includes:

- The organisation
- Value of their Skills
- Stakeholders
- Relevant regulation & Policies
- Business fundamentals
- Processes
- External environment factors
- IT & Record and document production
- Decision making
- Interpersonal skills & Communications
- Quality, Planning and organisation
- Project management
- Professionalism & Personal qualities
- Managing performance
- Adaptability and Responsibility.

The Apprenticeship Standard concludes with an End Point Assessment following the completed portfolio of evidence. Maths & English will also be required where not already obtained prior to

### Who can apply?

Apprenticeship courses are government and/or employer funded. For more information please contact us on the details below.

Learners should be at least 16 years old and will need to be working, volunteering or on practical placement to be able to show competence in both knowledge and skills.

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