

Business Administrator Level 3 Apprenticeship Standard

Who is it for:

Business administrators have a highly transferable set of knowledge, skills and behaviours that can be applied in all sectors. This includes small and large businesses alike; from the public sector, private sector and charitable sector. The role may involve working independently or as part of a team and will involve developing, implementing, maintaining and improving administrative services. Business administrators develop key skills and behaviours to support their own progression towards management responsibilities.



Modules include:

- Project Management
- Planning and organisation
- Record and document production
- Communications
- Decision making
- Quality
- IT



End Point Assessment:

- Knowledge test
- Portfolio based interview
- Project/improvement presentation



Grading:

- Fail / Pass / Distinction

Duration:

The apprenticeship will take between 12-18 months to complete.



Support:

The apprentice and organisation are supported by experienced Learning and Development Officers through high quality face to face contact, interim communication and regular tripartite progress reviews.

Progression:

Upon completion of the apprenticeship there are a different routes available, these can include: management or specialist sector apprenticeships. Job opportunities may include senior support role, management positions.

