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

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

End Point Assessment:
- Knowledge test
- Portfolio based interview
- Project/improvement presentation

Grading:
- Fail / Pass / Distinction

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 different routes available, these can include: management or specialist sector apprenticeships. Job opportunities may include senior support role, management positions.