



Level 3

BUSINESS ADMIN APPRENTICESHIP

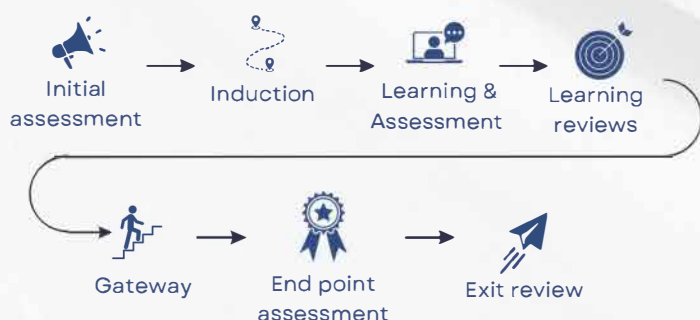
What is a Business Admin Programme?

Business Administrators contribute to the efficiency of an organisation, through support of functional areas, working across teams and resolving issues as requested; with a focus on adding value.

The flexibility and responsiveness required allows the learner to develop a wide range of skills. Learners will learn how to problem solve, communicate effectively and build relationships with clients, plan and streamline business operations to ensure efficiency.

The roles and responsibilities encompass diverse areas, involving activities such as managing administrative processes, facilitating communication, coordinating meetings, maintaining records, ensuring compliance with regulations and optimising operational efficiency. This can involve working alone or within a team.

The Adult Apprenticeship standard journey



Who is it for?

It is designed for individuals who are interested in pursuing a career in administrative roles within the business industry. It is suitable for school leavers, those who are looking to up-skill or change their career, and anyone who is interested in gaining practical, hands-on experience in the field of business administration.

What will you gain?

On completion of the Adult Apprenticeship, learners will receive a Level 3 Business Administration Apprenticeship Certificate which is equivalent to two A-Level passes.

Learners will benefit from access to exclusive tools and resources, ongoing personal support from experts in the field and masterclasses.

Career progression opportunities include Team Leader Level 3 or Management Level 5.

Duration: 12 Months

Topics covered:

- Understanding Business Fundamental
- Understanding your employer organisation
- Understand personal effectiveness in an administrative work environment.
- How to use IT for business
- Understanding Communicating in a business environment
- Managing administrative services

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