

Business Administrator - Level 3 Apprenticeship Training Programme

Your business can leverage recent eligibility and funding changes to provide high quality apprenticeship training to new and existing team members holding administrative responsibilities.

You can use this training programme to enable your Administrator to develop, implement, maintain and improve administrative services within your organisation. The programme is suitable for small and large businesses across all sectors.

Qualification Overview:

Typical Duration

18-20 months, with exact duration dependent upon learner.

Example Job Roles

All administrative roles within your organisation.

Entry Requirements

Set by the employer.

Assessment

Independent end-point assessment conducted to test knowledge, competencies and assess portfolio of evidence.

Progression

Upon completion apprentices could progress into more senior support roles or management.

Course Benefits:

- **Develop your administrative staff allowing your business to expand its talent pool**
- **Improve staff retention rates and increase productivity levels**
- **Create a learning culture and increase the knowledge and ability of your administration team**
- **Strengthen the decision making capabilities of your team/s**
- **Attract staff members who are eager to progress and develop within your organisation**

Areas of Development

We will ensure that your staff members are fully supported by an experienced administration skills tutor. The tutor will tailor each individuals learning experience so they develop the required knowledge, skills and behaviours to excel in their role.

Knowledge and Skills Development Areas:

IT, Record and Document Production, Decision Making, Interpersonal Skills, Communications, Quality, Planning and Organisation; Project Management, Stakeholders, Policies, Relevant Regulation, Processes, Business Fundamentals, External Environment Factors and Value of Skills.

Behaviour Development Areas:

Professionalism, Personal Qualities, Managing Performance, Adaptability and Responsibility.

