LEVEL 3
BUSINESS ADMINISTRATOR

APPRENTICESHIP STANDARD

18 MONTHS DURATION
(15 months learning / 3 months EPA)

pm training

WHO IS THIS APPRENTICESHIP FOR?

This apprenticeship standard is an ideal programme for those wishing to engage with different parts of the organisation and interact with internal or external customers.

With a focus on adding value, the role of business administrator will contribute to the efficiency of an organisation, through support of functional areas, working across teams and resolving issues as requested.

ENTRY REQUIREMENTS

As part of this standard you will need to work towards and achieve Level 2 functional skills in maths and English.

COSTS

Maximum of £5,000 if you are a Levy payer
Maximum of £250 if you are a non-Levy company

END POINT ASSESSMENT

This apprenticeship includes an end point assessment consisting of:

- Knowledge test

- Portfolio based interview

- Project/improvement presentation

WHAT YOU'LL LEARN

This apprenticeship is delivered through a combination of planned learning sessions, workplace visits, on and off the job training and 1 to 1 support.

It covers areas such as:

- Understanding laws and regulations that apply to their role including data protection, health & safety, compliance etc. supporting the company in applying the regulations

- Knowledge on how to review processes autonomously and make suggestions for improvements

- Applying a solutions-based approach to improve business processes and helping define procedures

- Development of people management responsibilities through mentoring and coaching others.

- Positively managing the expectations of colleagues at all levels and sets a positive example for others in the workplace

- Exercising proactivity and good judgement, making effective decisions based on sound reasoning and dealing with challenges in a mature way

PROGRESSION OPPORTUNITIES

The administration role may be a gateway to further career opportunities, such as management or senior support roles.

16-18 year old apprentices fully funded if your business has less than 50 employees.

All pricing correct at the time of printing. Feb 2020

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CYBER ESSENTIALS

Ofsted Good Provider