

Business Administration (Advanced) (Level 3)

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development
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This apprenticeship develops the knowledge, skills and behaviours required for business administration roles including admin officer, executive, admin team leader, office supervisor or reception supervisor.

Why study this course?

- Do you want to progress in business administration?
- Do you want to learn and develop skills in a supervisory capacity?
- Is there a requirement for you to help your organisation work more effectively in business?
- Do you currently have a role that would allow you to develop the skills and knowledge within this qualification?
- Do you currently work in a business administration role but are not yet qualified?

Who is the course aimed at?

Due to the varied nature of business administration there are many job roles that apply to business administration advanced apprentices. Examples of these include:

- Admin officer/supervisor
- Reception supervisor
- Team leader
- Business support officer
- Hospital ward/GP administrator
- School administrator

What will you study?

The L3 Diploma in Business Administration skills in:

- Communicating in a business environment
- Principles of business, communication, administration and information
- Managing personal and professional development
- Managing resources, office equipment, information, systems and facilities.
- Knowledge and Skills you will develop
- Providing excellence in business administration
- Managing business processes and systems
- Monitoring, analysing and presenting business data
- Organising meetings and events
- Dealing with internal and external correspondence

Behaviours you will develop

Working in business administration requires good communication skills, IT skills and an understanding of the business environment, all of which are covered by this qualification.

Entry requirements

- You will need to complete initial assessments in maths and English and take part in an interview with a member of our Assessment Team.
- You will need to be working in an environment that will provide you with the opportunities to learn and develop administration skills in a supervisory capacity.

How long will it last

12 - 24 months

How will it be delivered?

- The Diploma will be delivered in your workplace on a one-to-one basis with your assessor. This will be assessed through the completion of a portfolio of evidence and online tests.
- Employment Rights and Responsibilities will be embedded into the above qualifications' delivery.
- Maths, English and ICT development will be delivered on a flexible basis to suit the Apprentice and employer.
- You and your employer must demonstrate a commitment to off the job training to support completion of this apprenticeship

Qualifications gained

- Diploma in Business Administration
- Maths, English and ICT functional skills Level 2
- Employment Rights and Responsibilities

Progression to further study

Advanced Apprentices, with support and opportunities in the workplace, can progress onto:

- The Level 4 Higher Apprenticeship in Business and Professional Services
- Further or higher education to undertake business related or other qualifications, including Foundation Degrees in areas such as Business, Business Management and Business Administration
- A range of Business and Management undergraduate programmes
- A range of Business Professional Qualifications at Level 4 and above
- With additional training, Advanced Apprentices may be able to progress in their careers to roles including Office Manager, Administration Team Leader, Personal Assistant or a wide range of managerial roles within business.

Further details

Further details on this framework can be found at:
<http://www.afo.sscalliance.org>

Who to contact

For more information about apprenticeships, funding and training, please contact our Business Development Team on 01704 392817 or email on employer@southport.ac.uk

Apprenticeships at Southport College