

## Apprenticeship

# Business Administrator Level 3

This Apprenticeship standard develops the knowledge, skills and behaviours required for business administration roles including communicating effectively, understanding and applying business processes, organisational operations and functional processes.

You will also learn about how to develop, implement, maintain and improve administrative services.

## Qualification Gained:

**Level 3 Apprenticeship Standard for Business Administrators**

**Institute for Apprenticeships (IFATE) Certificate**

**Level 2 Functional Skills in Maths and English if appropriate**

### Progression to further study

Successful apprentices can progress, if opportunity allows, onto:

- + Accountancy Level 2
- + Payroll Assistant Level 3
- + Medical Secretary (non Apprenticeship)
- + Team Leader Level 3
- + Operations/Departmental Manager Level 5.

### Further details

Further details can be found at [InstituteforApprenticeships.org](http://InstituteforApprenticeships.org)

### Who to contact

**For more information please contact us:**

01704 392874

[info@competeapprenticeships.co.uk](mailto:info@competeapprenticeships.co.uk)

### Who is the course aimed at?

- + Admin officer/supervisor
- + Reception supervisor
- + Business support officer
- + Hospital ward/CP/School administrator

### What will you study?

- + Level 3 Apprenticeship Standard for Business Administrators.
- + Level 2 Functional Skills in Maths and English (exemptions apply)

### Knowledge that you will develop

- + The organisation
- + Value of their skills
- + Stakeholders
- + External environment factors
- + Relevant regulation
- + Policies
- + Business fundamentals
- + Processes

### Skills that you will develop

- + IT
- + Record and document production
- + Decision making
- + Interpersonal skills
- + Communications
- + Quality
- + Planning and organisation
- + Project management

### Behaviours you will develop

- + Professionalism
- + Personal qualities
- + Managing performance
- + Adaptability
- + Responsibility

### Entry requirements

- + [Comprehensive skills scan](#)

### Maths and English

All learners in a Level 3 Apprenticeship will need to provide evidence of a minimum Level 2 in Maths and English (or equivalent) prior to entering EPA Gateway.

You will need to provide evidence of at least one Level 2 in Maths or English prior to starting on the Apprenticeship. You will need to attend sessions to achieve all required Level 2 Maths or English to be able to successfully enter in to your EPA Gateway.

### How long will it last?

Typical duration: 18 months

### How will it be delivered?

The Apprenticeship and coaching towards End Point Assessment will be delivered in the workplace by your assessor.

Maths and English will be delivered on a flexible basis.

20% off-the-job training during contracted hours.

### How will it be assessed?

The Standard will be assessed through End Point Assessment once the apprentice, employer and assessor have agreed that the apprentice is EPA Gateway ready for:

- + [Online multiple choice test](#)
- + [Portfolio interview](#)
- + [Project/improvement process](#)