

# UKTD



## **Business Administrator Level 3 Apprenticeship**



# Course Information

## Qualifications

Where a business administrator has not already achieved Level 2 English and Maths, they must do so before taking the end-point assessment.

## Scope of Apprenticeship

The Business Administrator apprenticeship is a minimum of 12 months and should typically be completed within 18 months. The apprenticeship provides a highly transferable set of knowledge, skills and behaviours, which can be gained working across an organisation and its processes. The apprenticeship is a firm grounding in organisational operations and functional processes, as well as the wider working environment. Business administrators have a highly transferable set of knowledge, skills and behaviours that can be applied in all sectors.

This includes small and large businesses alike; from the public sector, private sector and charitable sector. The role may involve working independently or as part of a team and will involve developing, implementing, maintaining and improving administrative services. Business administrators develop key skills and behaviours to support their own progression towards management responsibilities.

The responsibilities of the role are to support and 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 contributes to the efficiency of an organisation, through support of functional areas, working across teams and resolving issues as requested. The flexibility and responsiveness required allows the apprentice to develop a wide range of skills.

The business administrator is expected to deliver their responsibilities efficiently and with integrity – showing a positive attitude. The role involves demonstrating strong communication skills (both written and verbal) and adopting a proactive approach to developing skills. The business administrator is also expected to show initiative, managing priorities and own time, problem-solving skills, decision-making and the potential for people management responsibilities through mentoring or coaching others.

Key Areas of skills, behaviours and attitudes to be assessed:

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

Finally the apprentice moves on to the final stage of end-point assessment made up of the following assessment methods:

- Knowledge Test
- Portfolio Interview
- Project Presentation

## Progression

Learners who upon successful completion of the Business Administrator Level 3 apprenticeship may have the opportunity to progress into:

- An enhanced job role using the skills developed through the Business Administrator Apprenticeship as the foundation which to build.
- Into sector specific job roles which contain elements of transferable business skills, potentially including the undertaking of additional sector specific vocational qualifications.

This apprenticeship is suitable for the following job roles:-

- Administrative Officer / Executive
- Administration Team Leader / Office Supervisor
- Personal Assistant
- Secretary / Legal Secretary / Medical Secretary

## How to Apply

You can contact us in the following ways:

Go to our website: [www.uktd.co.uk](http://www.uktd.co.uk)

Alternatively you can:

Telephone: 01442 230 130

Email us at: [enquiries@uktd.co.uk](mailto:enquiries@uktd.co.uk)



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