

# UKTD



## **Business Administrator Level 3 Apprenticeship**



## Occupation

Business administrators have a highly transferable set of knowledge, skills and behaviours that can be applied in all sectors. 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. 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, time management, problem-solving skills, decision-making and the potential for managing people through mentoring or coaching others.

### Roles/Occupations may include:

- Business Administrator
- Business Support Administrator
- Administrative Assistant

## Course content:

- Record and document production
- Decision making
- Relevant regulation
- Professionalism
- Planning and organisation
- Project management

## Course Structure

This is the substantive part of the apprenticeship and includes both on-the job and off-the-job training and assessment. Throughout this stage, the apprentice will develop the skills, knowledge and behaviours outlined in the two-page Standard. It is important that quality checks are built in to ensure full coverage of the Standard.

## Three key stages to the delivery of the apprenticeship:

- On Programme
- Gateway
- End Point Assessment

## The End Point Assessment (EPA) is made up of three components:

- On-Line Multi-Choice Test
- Portfolio-based Interview
- Project/Improvement Presentation

**Duration** - Typically this apprenticeship will take 12 – 18 months to complete.

**Qualifications** – Apprentices without level 2 English and Maths will need to achieve this level prior to taking the end-point assessment.

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

## 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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