

Apprenticeships

Find your inner Superhero

Business Administrator - Level 3



Programme Overview

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 managements responsibilities.

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 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 skills and the potential for people management responsibilities through mentoring or coaching others.

Modules Include:

- Information technology
- Record and document production
- Interpersonal skills
- Communications
- Quality
- Planning and Organisation
- Project Management
- Stakeholder Management
- Relevant regulation & policies
- Business fundamentals
- Managing Performance



Key Information

Qualification	Level 3 Business Administrator Apprenticeship - equivalent to A-Levels
Duration	This qualification typically takes 18 months
Entry Requirements	<p>The entry requirement for this apprenticeship will be decided by each employer, but may typically be five GCSEs at Grades 4-7.</p> <p>Apprentices without Maths and English will be required to complete Functional Skills at level 2 prior to taking the end point assessment.</p>
Role Suitability	Administration Officer/Executive, Administration Team Leader, Office Supervisor, Personal Assistant, Secretary.
Key Responsibilities	Supporting and engaging with different parts of the organisation and interact with internal or external customers.
Delivery	Blended approach of remote and face to face visits.
Assessment	<p>For this qualification the EPA consists of the following:</p> <ul style="list-style-type: none"> • 60 minute Multiple Choice Knowledge Test • 45 minute portfolio based interview • 30 minute project Presentation and Q & A
Progression	Progression to Higher Level 4 Apprenticeship in Business & Administration or a Management qualification to further career opportunities such as management or senior support roles.
Benefits	<ul style="list-style-type: none"> • Completion of this qualification can be a gateway to further career opportunities such as management or senior support roles • Knowledge Builder – helps understanding the knowledge and skills required to work successfully within Business • Earn as you learn • Government Recognised Qualification

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Northern Training Academy are committed to ensuring employers and apprentices have everything they need before the programme begins.

Apprenticeship Support Team

Our dedicated support team provide monthly status updates for learners and line managers to highlight progression and engagement, with additional meeting support where necessary.

Learning and Development Coaches

An industry experienced and professional coach who will guide Apprentices through the programme.

With monthly visits, one- to-one calls, workshops and our e-portfolio delivery will ensure that Apprentices are meeting learning targets and professional development outcomes.

Programme Support:



Induction Support:

- On boarding and start of learner journey



On Programme Support:

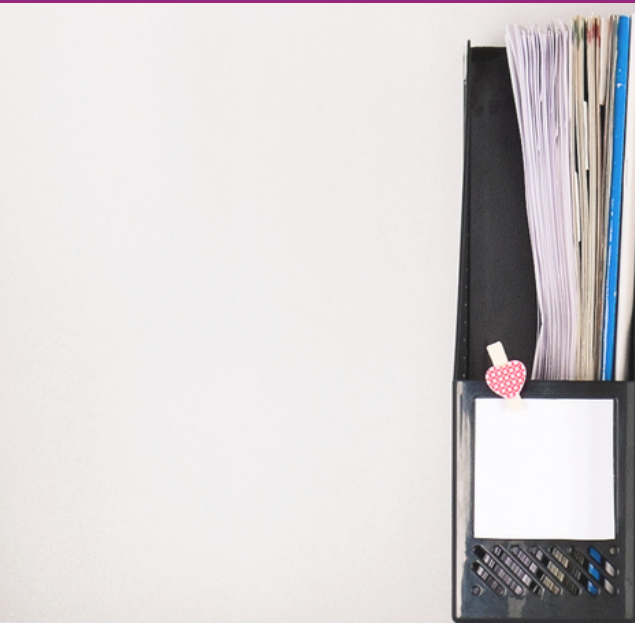
- Regular 1-to-1 Progress Reviews
- Tuition from industry expert coach
- Learner Support and Engagement
- L2 Maths and English Support where required



End Point Assessment Support:

- Gateway Review
- EPA Booking
- EPA Support





Programme Outline:



Off the Job Training:

- Planned tasks and research
- Further reading
- Session attendance
- Online learning
- Industry training and events



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