



Business Administrator Apprenticeship Level 3

2022/23

Inspiring Lives, Discovering Futures

The Course

In brief...

In every sector and in businesses of all sizes, efficient administration is vital. The Business Administrator Level 3 Advanced Apprenticeship will provide valuable experience of a variety of business related activities. You will be working in an office environment where your duties could encompass many areas of office work such as customer enquiries, working in a team, dealing with computer systems, organising meetings, taking responsibility. Because administration is important in most businesses, your exact duties will depend upon your employer and you could find yourself working within a specific department, or across the whole business. This apprenticeship provides a good grounding in business skills that should provide you with transferable skills and help you progress with your career.

Who is it for?

Apprenticeships are a great option both for GCSE school leavers and A level students who want to get straight onto the career ladder, or people looking for a change in career. A Level 3 apprenticeship is academically equivalent to A Levels, although remember that the apprenticeship is a vocational level.

Where possible staff from The College's BASE team will help you find an employer and a place of work (although students who are already employed are welcome to apply if sponsored by their employer). Your offer of Apprenticeship training will be dependent upon work placements being available. Please note it is the employer's final decision as to whether an apprenticeship placement is offered.

What the Course Leads to

What courses can I do after this?

On successful completion of this Apprenticeship you could progress onto another apprenticeship, such as Team Leader/Supervisor or HR Support, or Associate Project Manager. You could also move into a different type of role, such as marketing or IT.

What do I need to apply

To do this course you should have...

You will need to have mathematics and English GCSEs grade C/4 or above (or equivalent) and be willing to learn. Some previous work experience could be advantageous. A level 2 qualification in Business Administration would be useful but is not essential.

You should be able to demonstrate:

- An interest in Business
- Reliability and flexibility
- The ability to work in a team as well as on your own as well as being self-motivated
- Good organisation, communication and computer skills
- The ability to work under pressure and to strict deadlines
- Commitment to learning

Key Information

Duration

15 Months

Attendance

Apprenticeship

Level

Level 3

Qualification Name

Apprenticeship Standard

Awarding Body

EDEXCEL

Curriculum Area

Business, Digital, Leadership & ESOL - Business & Finance

Course costs

Course Code	Start Date	Costs 16-18	Costs 19-23 (with concessions)	Costs 19+ (no concessions)
CDX3BA001H	01/08/2022	TBC	TBC	TBC

* Please note fees are subject to change.

Course Content

Course Content

The course will cover:

- Value of administration
- Stakeholders
- Relevant legislation
- Business fundamentals
- External environment factors

Enabling you to develop skills in:

- Advanced IT
- Record and document production
- Interpersonal skills
- Communication
- Planning and organisation
- Project management

Next Steps ...

Email: enquiries@thecollege.co.uk

Telephone: 01202 205205

Web: www.thecollege.co.uk

Live chat available on the website

