

smart

TRAINING & RECRUITMENT

Working together to enrich life!

BUSINESS ADMINISTRATOR LEVEL 3

This Apprenticeship provides learners with a highly transferable set of knowledge, skills and behaviours, which can be gained working across any organisation and its processes. Apprentices will gain greater technical and managerial skills, as well as learn how to supervise others. With a focus on adding value, they will learn how to contribute to an organisation's efficiency, support and engage with different parts of the organisation and interact with internal or external customers. Learning topics within this Apprenticeship include:

Personal and Professional Development
PESTLE and SWOT Analysis
Legislation, Policies and Processes
Meetings, Events and Budgeting

Stakeholder Communication
Change and Business Improvements
Teamwork and Coaching Others
Project Management

LEARNER JOURNEY

- 15 months on-programme learning + End Point Assessment
- Monthly, virtual classroom lessons / workshops
- Additional online 1-2-1 support from our specialist tutors
- Workplace training, shadowing & mentoring
- Progress reviews
- Functional Skills support in English and Mathematics
- End Point Assessment preparation



PROGRESSION

The administration role may be a gateway to further career opportunities, such as management or senior support roles and may naturally lead into a Team Leader Level 3 Apprenticeship. Apprentices may also want to specialise in any of the below functions, with many more qualifications available:

- Human Resources, Finance or Accounting
- Business improvement and/or Project Management
- Secretarial

For full course details please visit:

<https://www.instituteforapprenticeships.org/apprenticeship-standards/business-administrator-v1-0>



Funded by
UK Government



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