



training and
recruitment

Business Administration & Support Services

Business Administration Level 3 Apprenticeship

This Apprenticeship offers practical knowledge and skills from planning and organising, to record keeping and quality control. Apprentices will gain versatile knowledge, skills, and behaviours that are applicable across all sectors, including small and large enterprises in public, private, and charitable organisations.

Get in touch

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See programme info



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Who is it for?

Business Administrators, Business Coordinators, Team Leaders or Supervisors.

Learning Topics

- Personal & Professional Development
- PESTLE & SWOT Analysis
- Legislation, Policies & Procedures
- Meetings, Events & Budgeting
- Stakeholder Communication
- Change & Business Improvements
- Teamwork & Coaching Others
- Project Management

Learner Journey

- 13 months on-programme learning & 3 month End Point Assessment (Knowledge Test, Portfolio with Interview and presentation)
- Monthly virtual classroom lessons/workshops
- Online 121 support from our specialist tutors
- Workplace training, shadowing & mentoring
- End Point Assessment preparation
- You will need to have time within work hours to complete your research and assignments
- Progress Reviews
- 365 hours of Dedicated Learning Time will need to be recorded across the duration of the qualification