

Business Administrator

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|-----------------------------|--|
| Sector | Relevant to all employment sectors |
| Who is it for? | New recruits and existing staff |
| Start date | Flexible to suit employers |
| Level | 3 |
| Duration | 18 months plus three months for end-point assessment |
| End-point assessment | Knowledge test, portfolio-based interview and project presentation |
| Qualification | Level 3 Business Administration |
| Delivery model | Monthly college session |

This standard aims to give the Apprentice the knowledge, skills and behaviours to successfully complete business administration tasks and duties.

Day-to-day tasks may include developing, implementing, maintaining and improving administrative services.

Some of the topics and themes covered are record and document production, decision-making, project management, policies, business fundamentals, processes and managing own performance.

Typical job roles include:

Business administrator

Business support officer

Receptionist

Clerical officer

What your Apprentice will learn



Apprentices develop knowledge, skills and behaviours to be able to work effectively in their job role.

These form the Apprenticeship standard that has been developed and agreed with employers.



The knowledge, skills and behaviours that your Apprentice will learn include:

Knowledge

Information about the organisation

Stakeholders

Relevant regulations

External environment factors

Skills

IT

Interpersonal skills

Communication

Quality control

Planning and organising

Behaviours

Professionalism

Personable

Adaptability




Responsibility

100%

pass rate at end-point assessment
in 2023/24 for this standard

Get in touch

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