

# Business Administrator

## Level 3

### Apprenticeship Standard

Business Administrators are essential to your organisation regardless of industry, sector or department. They contribute to the efficiency of an organisation; adding value through support of functional areas, working across teams and resolving issues as requested.

The flexibility and responsiveness required allows the apprentice to develop a wide range of transferrable skills to build upon and go further.

A 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. Business Administrators are also expected to show initiative, manage priorities and their own time. Through this programme the apprentice will develop strong problem-solving skills; excellent decision-making and the potential for people management responsibilities through mentoring or coaching others.

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**Example Job roles:**

Administration Assistant, Secretary, Personal Assistant, Team Coordinator, Project Administrator, Filing/Records Assistant, Data Entry Assistant, Office Coordinator

**Eligibility / Entry requirements:**

- Aged 16+ years
- Employed in a relevant administrative role
- Willing to work towards Functional Skills Level 2 Maths and English (if required)

**Price:**

£5,000 (inclusive of End Point Assessment)

**Progression route:**

The administration role may be a gateway to further career opportunities, such as management or senior support roles.



Key facts:	
<b>Typical Duration</b>	15-18 months
<b>Study mode/frequency</b>	Regular attendance on bespoke virtual learning environment and face-to-face meetings planned in with a dedicated tutor
<b>Apprenticeship standard</b>	Upon completion the apprentice will receive: <ul style="list-style-type: none"> <li>• Business Administrator Level 3 qualification</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Business Fundamentals</li> <li>• Record and document production</li> <li>• Effective decision making</li> <li>• Interpersonal and communication skills</li> <li>• IT systems, packages and data analysis</li> <li>• Quality and best practice</li> <li>• Planning and organisation</li> <li>• Project management</li> <li>• Understanding your organisation</li> <li>• Recognising the value of your skills</li> <li>• Managing stakeholders</li> <li>• Relevant regulation &amp; policies</li> <li>• Understanding processes</li> <li>• Understanding external market factors</li> </ul>
<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• Professionalism, integrity and a positive attitude</li> <li>• Managing performance</li> <li>• Adaptability and being open to feedback</li> <li>• Responsibility and showing initiative</li> </ul>
<b>Functional skills</b>	Required to work towards Level 2 in Maths and English, unless exempt with recognised prior learning.
<b>Assessment</b>	End point assessment which may include: test of knowledge; competency based interview; assessment of evidence; presentation & questioning and a professional discussion

Call **01949 20976** or email **engagement@srededucation.co.uk** for further information.