

Level 3

BUSINESS ADMINISTRATOR



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PROGRAMME OVERVIEW

Our Level 3 Business Administrator apprenticeship programme is designed to develop a highly transferable set of knowledge, skills and behaviours that can be applied in all sectors. This includes small and large businesses alike; from the public, private and charitable sectors.

The role may involve working independently or as part of a team and will involve developing, implementing, maintaining and improving administrative services. Business administrators develop key skills and behaviours to support their own progression towards management responsibilities.

The apprentice 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. The apprentice is also expected to show initiative, managing priorities and own time, problem-solving skills, decision-making and the potential for people management responsibilities through mentoring or coaching others.

Qualification: Level 3 Diploma in Business Administrator

Duration: Typically this will take 18 months

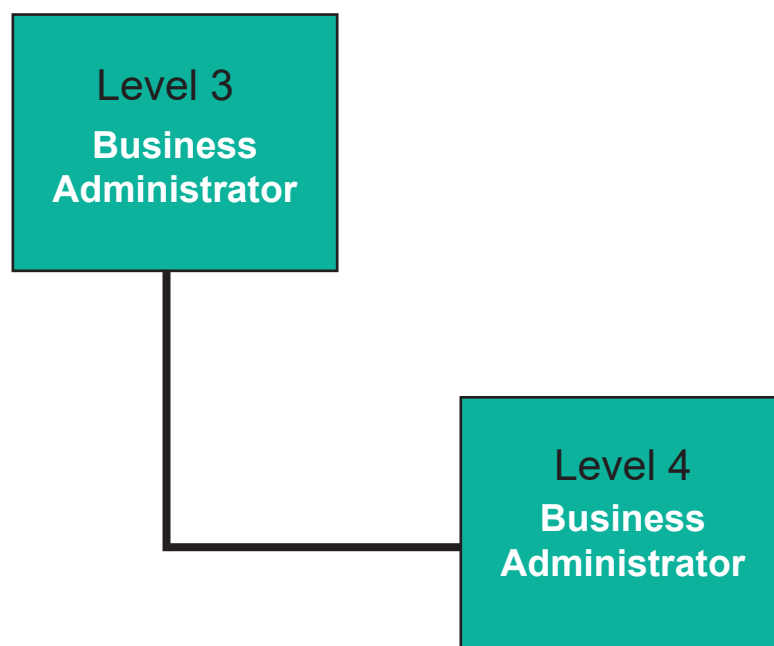
Entry requirements: Participants may be involved in working independently or as part of a team and will involve developing, implementing, maintaining and improving administrative services. Business administrators develop key skills and behaviours to support their own progression towards management responsibilities. Employers will set specific criteria, but this is likely to include; GCSEs Grade A*-C/9-4 in English and maths (or equivalent)

Participants must have been a UK/EEA/EU resident for the last 3 years.



PROGRAMME PATHWAY

Our programmes are designed to develop apprentices' skills, preparing them for that all important next step in their career. This qualification sets them up perfectly to work as a business administrator or continue their learning further.





JOB ROLES

Typical job titles for the role might include:

**Business
Administrator**

**Records
Analyst**

**Admin Team
Member**

Secretary

**Office
Administrator**

**Business
Assistant**

LEARNING APPROACH

This apprenticeship will maximise the amount of time spent training, with a blended learning approach.

This will be a combination of the following:



Face to face



Masterclasses



Online content

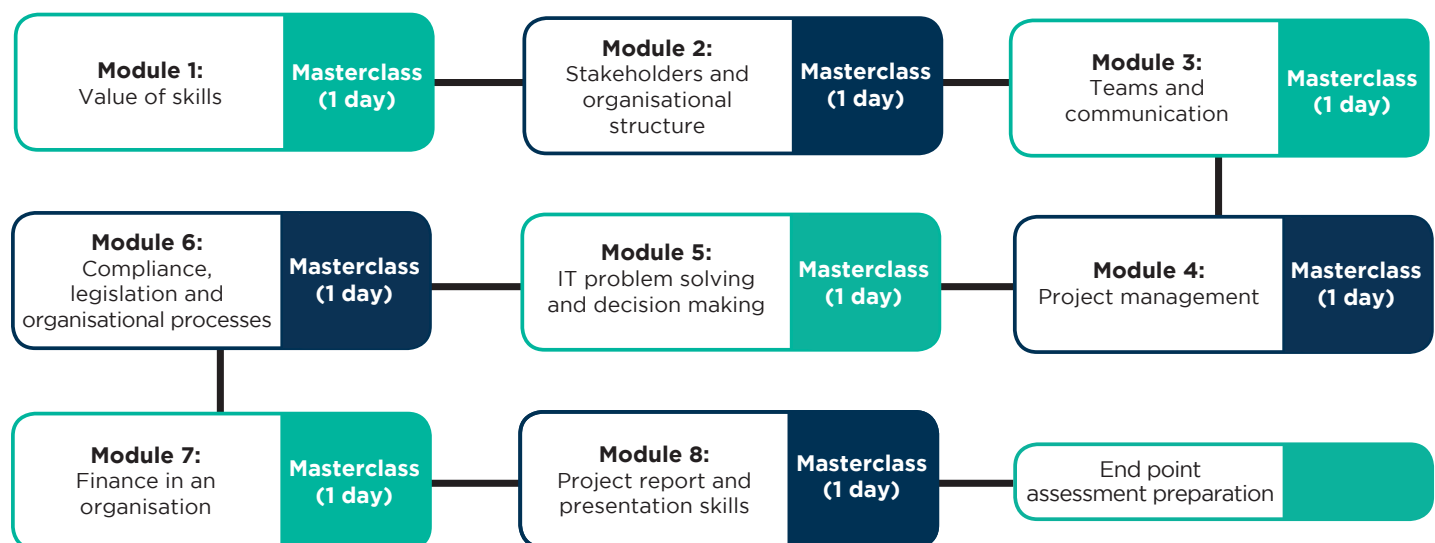


**Coaching in
the workplace**



MASTERCLASSES

Once a month, apprentices will take a day out of the office to connect with peers studying on the Business Administrator programme and work with our expert Training Consultants to learn more about the theoretical approaches.



The Business Administrator Qualification will need to be passed as part of the programme, prior to taking the end point assessment. This will be discussed at enrolment.



LEARNING AREAS

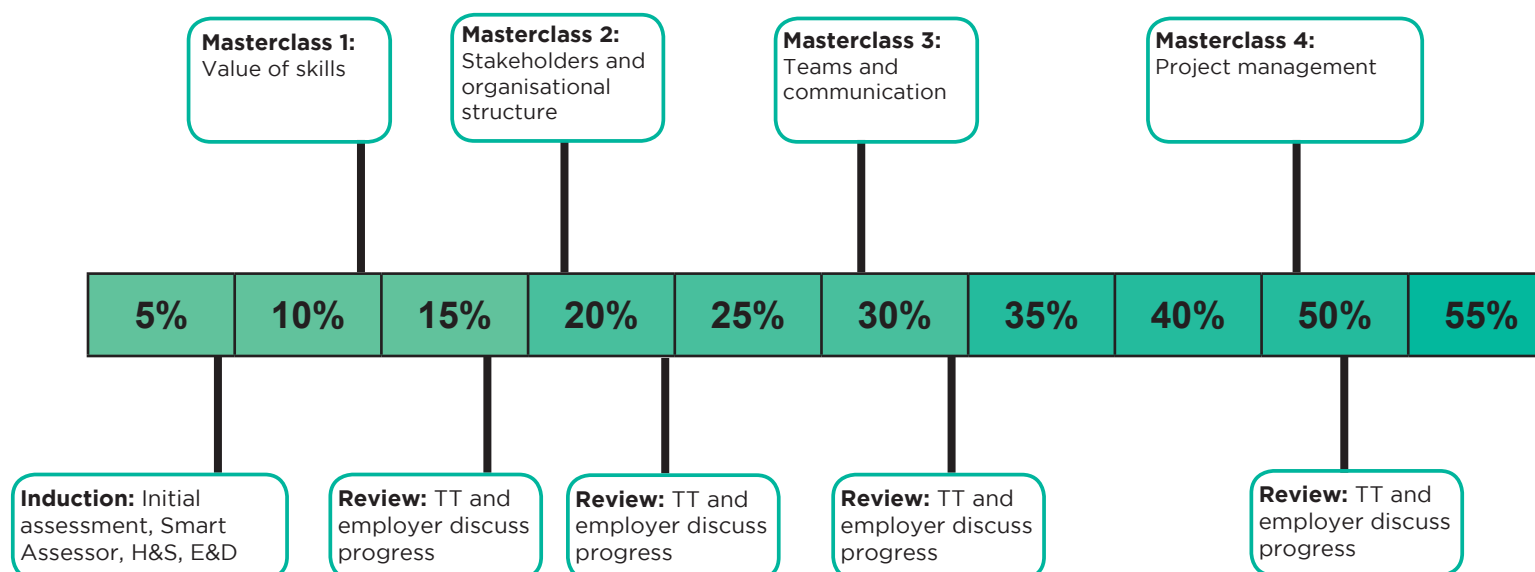
Learning area	Knowledge	Skills	Behaviour
Business fundamentals	X		
Project management	X		
Decision making	X		
Planning and organisation	X		
IT	X		
The organisation		X	
Policies		X	
Stakeholders		X	
Relevant regulation		X	
Processes		X	
Professionalism			X
Managing performance			X
Adaptability			X
Responsibility			X
Personal quotes			X

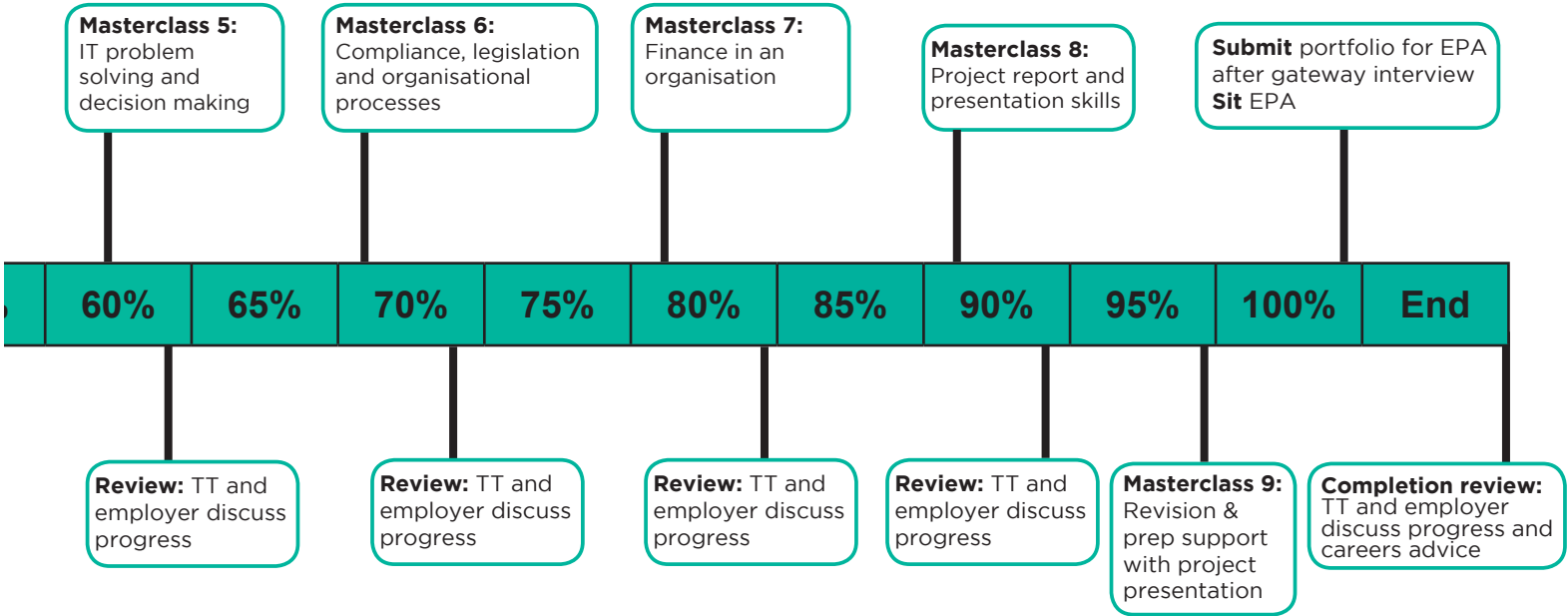
Level 2 functional skills, English and maths will need to be passed as part of the programme (if not already) and certificates presented, prior to taking the end-point assessment. This will be discussed at enrolment. We will continue to develop participant's English and maths skills at all levels.



ASSESSMENT PLAN

Our assessment plan is clear so that employers and participants can rest assured they are fully prepared for all aspects of this programme.







20% OFF THE JOB TRAINING

Our programme design facilitates off-the-job learning so we can support you to confidently evidence the 20% off-the-job training which needs to be completed within working hours.

We are the apprenticeship experts and can help advise you on how best to do this. Our programme facilitates off-the-job learning, as it has been developed with online learning and on-the-job learning, as well as classroom training. This 20% needs to be done within contracted working hours.

Activity	Examples of valid off-the-job training
Classroom sessions/Lectures	Block or day release
Masterclasses	Held at Together Training Business Lounge
Simulation exercises	Business models and gaming
Online learning	Online training modules and support materials
Shadowing	In work or new departments/locations
Coaching	Support from Line Managers/colleagues
Industry visits	Within sector or outside of the work roles
Writing assessments/assignments workbooks	Short exercises or long project reports
Numeracy and literacy training required to perform the job	English and maths related to the job role
Preparing for professional discussion	In support of portfolio work or job related
Gathering evidence for portfolio of evidence	Recording learning and training

Delivering End Point Assessments

Together Training has partnered with a registered end point assessment organisation.



For more information on our Level 3 Business Administrator programme, please get in touch:

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