APPRENTICESHIP STANDARD: BUSINESS ADMINISTRATOR L3

This apprenticeship offers a unique opportunity to develop essential skills in IT, communication, and problem-solving, making you a valuable asset in any organisation.

Level 3 · Apprenticeship · Truro College

TOP COURSE HIGHLIGHTS

HANDS-ON TRAINING | HIGHLY EXPERIENCED TUTORS | DEVELOP SKILLS IN LINE WITH INDUSTRY NEEDS

LEARN FROM SECTOR EXPERTS

Gain invaluable insights and hands-on experience from industry expert tutors who bring real-world knowledge and expertise to the classroom. Their guidance will help you develop the skills and confidence needed to excel in your chosen field.

DEVELOP WORK-RELATED SKILLS

Enhance your practical abilities and gain hands-on experience that directly translates to the workplace. This apprenticeship course focuses on real-world applications, ensuring you are well-prepared to meet the demands of your chosen career.

HANDS-ON TRAINING

Gain practical experience through immersive, hands-on training that prepares you for real-world challenges. Our apprenticeship program emphasises active learning, ensuring you develop the skills and confidence needed to excel in your career.

WHY CHOOSE THIS COURSE?

This apprenticeship standard offers a comprehensive training programme designed to develop versatile administrative professionals. Apprentices will gain essential skills in IT, record management, communication, and problem-solving, applicable across various sectors including public, private, and charitable organisations. This apprenticeship focuses on enhancing efficiency and supporting organisational operations, with opportunities for career progression into management roles. Ideal for those looking to build a strong foundation in business administration, this programme ensures apprentices are well-equipped to contribute effectively to their workplace.

WHAT WILL I LEARN?

Knowledge This apprenticeship covers a broad range of knowledge essential for effective business administration. Apprentices will learn about organisational operations, business fundamentals, and the principles of project management. They will gain insights into business structures, financial processes, and the importance of maintaining accurate records. Additionally, the programme includes training in IT systems, data management, and effective communication strategies. This comprehensive knowledge base ensures apprentices are well-prepared to support and enhance business functions across various sectors. **Skills** This apprenticeship equips apprentices with a versatile set of skills essential for effective business administration. They will become proficient in using multiple IT packages and systems, enabling them to manage data, create documents, and perform financial processes. Apprentices will develop strong recordkeeping abilities,

ensuring accuracy and compliance with organisational procedures. Communication skills, both written and verbal, are honed to facilitate clear and professional interactions. Additionally, apprentices will learn to manage priorities, solve problems, and make decisions independently, preparing them for potential management responsibilities through mentoring or coaching others. **Behaviours** This apprenticeship encourages professionalism, integrity, and a proactive attitude. Apprentices will demonstrate initiative, manage priorities, and focus on personal development. Effective communication and teamwork are essential, preparing apprentices to contribute efficiently and take on future management roles. **Typical Duties that an Apprentice will carry out in the workplace:**

- General administrative tasks: Filing, photocopying, and managing correspondence.
- Booking appointments: Scheduling meetings and managing calendars.
- Record maintenance: Keeping accurate records and data entry using software like Excel.
- Communication: Sending emails and letters, handling incoming and outgoing post, and making phonecalls to clients and external parties.
- Data management: Inputting and managing data in various IT systems and databases.

WHERE WILL IT TAKE ME?

The Business Administrator Level 3 Apprenticeship opens doors to a variety of career paths. Upon completion, you could progress to roles such as Office Manager, Administrative Coordinator, Human Resources Assistant, Marketing Assistant, or Customer Service Representative. This apprenticeship equips you with versatile skills and knowledge, making you a valuable asset in any organisation and providing a strong foundation for future management positions.

ENTRY REQUIREMENTS

Grade 3 GCSE (D) in English and Maths

IMPORTANT

Course information can change. Please use the QR code below for the current assessment arrangements, entry requirements and start dates.

FOR THE LATEST COURSE INFORMATION

Scan for assessment arrangements, learner support, confirmed start dates and how to apply.