



Business and Administration - Level 3 Advanced Apprenticeship

The apprentice will have a detailed understanding of business fundamentals that will build a foundation for a successful career. The apprentice will bring added value to the business, contributing to the efficiency of their workplace, through support of service areas, working with teams and resolving issues as required.

WHO IS IT FOR?

This course is for:

- New entrants to the industry depending on administrative job role
- Prior experienced in an administration role desirable
- Individuals working in various organisations in administrative role

PROGRESSION

The Business Administrator Level 3 apprentices who complete the Business Administrator apprenticeship programme will aim to gain promotion to senior roles including Administration Manager, Team Leader or Line Manager – Operation Management.

TRAINING

Included in the programme:

- City & Guilds Level 3 Diploma in Business Administration
- 21 Occupational duties (8Ks 8S's 5Bs)
- Functional Skills English and Maths Level 2

END POINT ASSESSMENT

EPA lasts three months and includes:

- A 60 minute, 50 question multiple choice exam
- A 30-45 Minute portfolio interview
- A 10 to 15 minute project presentation

Duration: 18 Months

Location: Workplace and College

Sector: Business and administration standards



Passing grades are Pass and Distinction.

NEXT STEPS

- Team Leading Level 3 apprenticeship programme
- Customer Service Level 3 apprenticeship programme
- Operational Management Level 5 apprenticeship programme

KEY EMPLOYERS

- North Middlesex NHS trust
- Central London Community Healthcare NHS Trust
- London Borough of Tower Hamlets
- London Borough of Haringey
- K10

FUTURE OPPORTUNITIES

Learners who complete the Business Administrator Level 3 Apprenticeship can look forward to a rewarding career in administration and management. They will have the skills and knowledge to administer the administrative functions of the workplace. They will also be able to supervise and lead teams, plan and execute projects, ensure quality compliance and deliver planned outcomes as part of their qualification.

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