

Apprenticeship for Business Administrators



Who is it for?

The Apprenticeship in Business Administration is for learners who work in, or who want to work in the business administration roles such as: Personal Assistant, Office Executive, or Office Supervisor. This includes the knowledge covering the broader cross-organisation processes such as business innovation, financial management and marketing, as well as the principles and practices underpinning the tasks and responsibilities related to the job roles above such as methods of communication and information management.

Apprenticeship

To achieve the apprenticeship learners will gain:

BTEC level 3 Diploma in Business Administrators: This is made up of 8 Mandatory Units which include Business Fundamentals, Understanding Your Employer Organisation, Understanding Personal Effectiveness in an Administrative Work Environment, Using IT for Business, Communicating in a Business Environment, Managing Administrative Services, Project Management, Managing Personal Effectiveness in an Administrative Role

Functional skills English and Math's – If the learner does not have English and Math's Qualifications GCSE or equivalent at grade C & above, then to complete the course they will work with a qualified functional skills tutor to complete the qualifications required.

End Point Assessment - During the course, the learner will be working towards the knowledge, skills and behaviours to go to gateway. Once the Diploma and functional skills have been achieved and the employer feels that the learner is ready then End Point Assessment can take place. This involves a Multiple Choice Exam, a portfolio based interview and a Project Presentation.

The programme includes:

- Interview and induction programme
- Unlimited support and guidance from a qualified assessor via phone and email
- All programme documentation, files and materials
- One to one portfolio review session
- Regular workshops held in the workplace at pre-agreed dates and times
- Verification and certification on completion

What are the benefits for employers?

- Higher skilled and more motivated workforce
- Improved self confidence in carrying out work-based tasks
- Increased efficiency
- Reduction in staff turnover

What are the benefits for learners?

- A recognised apprenticeship for Business Administrators
- Opportunity to do further courses
- Career progression

For further information about the delivery of this award please contact

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