



APPROVED

LEVEL 3

Business Administrator

Programme Overview

Welcome to the 15 month, Level 3 Business Administrator Programme.

Business administrators have 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 sector, private sector and charitable sector. 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.

Key Facts



Price
£5,000



Apprenticeship Level
Level 3



Duration
Typically, 15 months



Qualifications
There are no mandated qualifications required within this Standard.

Role Profile

Business Administrators are required to support and engage with different parts of the organisation and interact with internal or external customers. With a focus on adding value, the role of business administrator contributes to the efficiency of an organisation, 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 skills.

Core Knowledge

This standard delivers the following key knowledge areas:

- Business Understanding
- Business Fundamentals
- Processes and Policies
- External Environment Factors
- Value of Skills
- Managing Stakeholders

**Speak to one of us today
to find out more:**

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