

Apprenticeships

Business

Administrator Level 3

Apprenticeship Code: ST0070

Sector: Business

Length of Delivery

Typically 15-18 months.

Entry Requirements

Individual employers will set their own selection criteria for applicants.

About the Role

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.

What Apprentices need to learn

Apprentices need to complete 20% off-the-job training during the on-programme phase of their apprenticeship. Specific rules govern this, and it must take place in the apprentice's contracted hours.

Apprentices will learn the following skills:

Skills:

- IT
- Record and document production
- Decision making
- Interpersonal skills
- Communications
- Quality
- Planning and organisation
- Project management

Knowledge:

- The organisation
- Value of their skills
- Stakeholders
- Relevant regulation
- Policies
- Business fundamentals
- Processes
- External environment factors

Behaviours:

- Professionalism
- Personal qualities
- Managing performance
- Adaptability
- Responsibility

