

Business Administrator Apprenticeship

Course Overview

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 involve developing, implementing, maintaining and improving administrative services. Business administrators develop key skills and behaviours to support their own progression towards management responsibilities. The responsibilities of the role are to support and engage with different parts of the organisation and interact with internal or external customers. With a focus on adding value, a business administrator contributes to the efficiency of an organisation through the support of functional areas, working across teams and resolving issues as requested. The flexibility and responsiveness are required to allow the apprentice to develop a wide range of skills. By enquiring about this apprenticeship you are not applying for a specific apprenticeship role. For current vacancies please visit the apprenticeship vacancies page. An apprenticeship is a job with training with 80% of your working hours in your day-to-day role and the remaining 20% of your time engaged in training or study.

What you will learn

The level 3 apprenticeship programme will require you to develop your skills, knowledge and behaviours in a professional environment and achieve a series of standards to prove your competence and skill: in the use of multiple IT packages and systems relevant to the organisation. You will learn to produce accurate records and documents including; emails, letters, files, payments, reports and proposals. Make recommendations for improvements and present solutions to management. Draft correspondence, write reports and be able to review others' work. Maintain records and files, handle confidential information in compliance with the organisation's procedures and coach others in the processes required to complete these tasks.

In year 2, you will write letters or emails, create proposals, perform financial processes, record and analyse data. Making recommendations for improvements and presenting solutions to management. Maintaining records and files handles confidential information in compliance with the organisation's procedures. Demonstrating the ability to influence and challenge appropriately.

Entry Requirements

Maths and English GCSEs at grade 4/C or an equivalent qualification are required. You will also need to demonstrate commitment to learning while working and spend 20% of your working hours completing off-the-job training.

How you will be assessed

Our delivery model includes a blend of master class workshops, distance learning via VLE and 1:1 support from your trainer assessor. Duration is approximately 18 months on programme. On-programme is the learning phase for apprentices to pick up the skills, knowledge and behaviours set in each standard. Apprentices need to complete 20% off-the-job training during the on-programme phase of their apprenticeship. You can track and monitor the 20% through our e-portfolio. This will require college attendance of up to 2 days per month over a 13-month period. On program assessment includes: - Regular assessment (involving employer and training provider) - Development of a portfolio demonstrating learning and development activities with their application in the workplace. - Exam preparation. End Point Assessment End-point assessment (EPA) is the final stage that an apprentice goes through to complete their apprenticeship. The apprentice must show their learning to an independent end-point assessor and the grades available are distinction, pass or fail. A knowledge test (on-screen multiple-choice assessment) – 20% An Interview - 40% A Presentation (based on a project or process improvement) – 40%

Course Fees

Cost for EPA

Course Progression

Successful learners can progress to a range of qualifications, including an Apprenticeship in Team Leading, or an Apprenticeship in Associate Project Management. You can successfully gain full-time employment with this qualification. If you are in a company and would like to develop further you may want to consider our management courses in ILM.

What Happens Next

You can express your interest in this apprenticeship by completing a Leicester College application form or alternatively you can apply for one of our live apprenticeship vacancies via the College website. Our apprenticeships can also be found on the government's apprenticeship site, gov.uk/apply-apprenticeship. As with any other job application, if you are shortlisted then you will be invited for an interview at the employer's premises. You can apply for as many apprenticeship vacancies as you want.

Course Details

Course Code	P00563
Start Date	Various
Study Hours	Full Time
Duration	18 months
Campus	Freemen's Park Campus
Level	3

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