



Business Administration

(Standard)

Level 3

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 will involve developing, implementing, maintaining and improving administrative services. Business administrators develop key skills and behaviours to support their own progression towards management responsibilities.

Career Pathway:



Funding Band: £5,000
Employer Contribution £500

This apprenticeship is an ideal stepping stone into specialist, team leading, supervisory or line management roles and higher level training and apprenticeships.

It's part of our wider offering in the sector and you can develop new and existing talent with management apprenticeships including: Team Leader/Supervisor Level 3; Operations/Departmental Manager Level 5; Chartered Manager Degree Level 6 and the Senior Leader Master's Degree Level 7.

The knowledge, skills and behaviour that will be developed during the on-programme learning will include:

Knowledge:

- Knowing organisational structure • Managing stakeholders • Understand Laws and regulations • Understand Business Fundamentals • Understand Organisational processes

Skills:

- Interpersonal skills • Communication • Influencing skills • IT Skills • Quality and Planning

Behaviours/Attitude:

- Managing Performance • Professionalism • Adaptability • Responsibility • Personal qualities