BUSINESS ADMINISTRATOR

Level	3
Duration	18 months
Job Examples	Personal Assistant, Administration Executive, Senior Administrator, MIS Administrator

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.

THE PROGRAMME

On programme
- Portfolio Development
- Work Placement Project

Commitment from the Employer and Staff:
During the Apprenticeship programme, 20% of the contracted working hours will be spent on learning and developing the required Knowledge, Skills and Behaviours. This development time will include learning new relevant tasks within their role, embedding the knowledge within their role, practical workplace training, spending development time with their Line Manager, attending online/face-to-face courses and time writing assignments/assessments including directed self-study hours: evidencing the application knowledge within their working day, independent study and research, shadowing colleagues and mentoring and technical training.

Qualification and Professional membership
Level 3 Business Administrator Standard

Gateway
- Professional Qualification
- Level 3 Business Administrator Apprenticeship
- Apprentices without Level 2 English and mathematics will need to achieve this level prior to taking their End point assessment (EPA).

LONDON SKILLS FOR GROWTH

LONDON SOUTH EAST COLLEGES

End point assessment

- Project/Improvement Presentation
- Knowledge Test
- Portfolio Submission
- Reflective Discussion

DELIVERY

Induction
One day induction to Apprenticeship programme, meeting with a Skills Coach and Delivery Plan agreed.

In college
One work based and workshop session a month for the duration of Programme.

Online
Supporting material throughout, including access to smart assessor (e-portfolio).

Assessment
On programme assessments every 6-8 weeks, including progress reviews every 8-10 weeks.

KNOWLEDGE/ SKILLS/BEHAVIOURS

Knowledge
- Good level of IT skills
- Record and document production
- Decision making
- Interpersonal skills
- Communications
- Planning and organisation

Skills
- The organisation (Value of their skills)
- Policies
- Business fundamentals
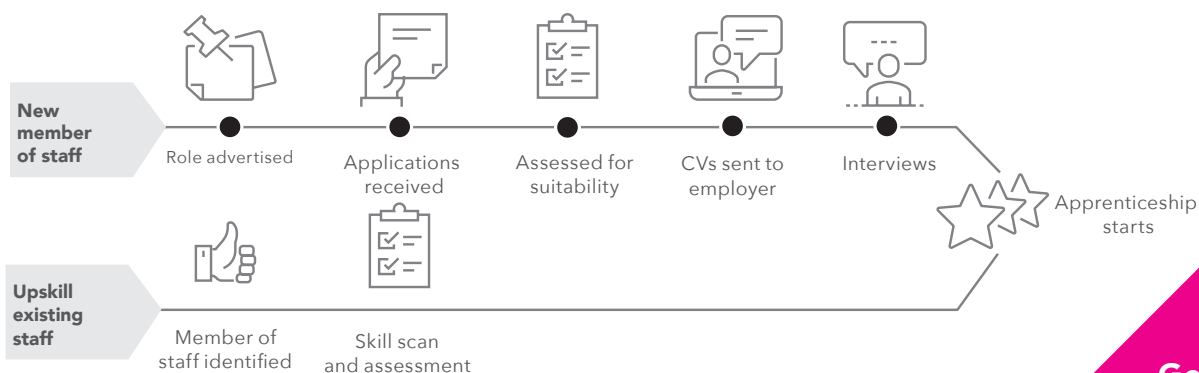- Relevant regulation

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

ENTRY REQUIREMENTS

Maths and English GCSE Grades 9 - 3; A* - D; Functional Skills Level 1 or initial assessment results at Level 1; In a job role which allows for independent work at Level 3

CAREER PROGRESSION

The administration role may be a gateway to further career opportunities, such as management or senior support roles.

New member of staff
Role advertised — Applications received — Assessed for suitability — CVs sent to employer — Interviews

Upskill existing staff
Member of staff identified — Skill scan and assessment

Apprenticeship starts