

Business Administration Level 3

Duration:

15 months plus
End-Point-Assessment.

Who's it for:

Team members with a highly transferable set of knowledge and skills who support to implement, maintain and improve administrative services.

Learning overview

The Business Administrator Level 3 Apprenticeship provides the opportunity for team members to grow and develop their skills towards management capabilities. On completion of the standard, learners will be able to demonstrate a range of leadership skills, customer and product knowledge as well as industry knowledge, skills and behaviours.

What's covered:

- **Enrolment**
- **Module 1:**
Personal Development
- **Module 2:**
Interpersonal Skills and Communication
- **Module 3:**
Planning and Organisation
- **Module 4:**
Team Building and Personal Skills
- **Module 5:**
Organisation and Business Fundamentals
- **Module 6:**
Value of Skills
- **Module 7:**
Managing Own Performance
- **Module 8:**
Process Management
- **Module 9:**
Project Management
- **Module 10:**
Stakeholder Requirements and External Factors
- **Module 11:**
Quality Assurance
- **Module 12:**
Record and Document Production
- **Module 13:**
Regulations, Policies and Procedures
- **Assessment Preparation**

In addition to your salary, Barons Eden will fully fund the apprenticeship and have valued this apprenticeship at £9,200, based on training costs and the cost to the business.

There is no upfront cost for the learner, nor is there any repayment required at any time.