

COURSE OVERVIEW

Business Administrator (Level 3)

Over **13-15 months**, the total cost of this apprenticeship programme is **£5,000**, or for non-levy payers, this is a maximum fee of 5% of the cost of training (**£250**) spread over the course duration.

- ▶ Understanding of all business functions (HR / Sales / Marketing / Finance / IT)
- ▶ Support and engage with all parts of the organisation
- ▶ Interact with internal and external customers
- ▶ Strong verbal and written communication
- ▶ Customer service skills
- ▶ Use IT systems such as MS Office
- ▶ Record and document production (emails, letters, files, payments, report, proposals)
- ▶ Plan and organise own tasks and activities
- ▶ Use project management principles to scope, plan, monitor and report

Entry Requirements:

Individual employers will set the entry criteria. This includes whether they will be required to achieve Level 2 English and Maths, prior to taking the end-point assessment.

Every course is delivered through blended learning approaches to include classroom, virtual classroom, online technical training and through regular workplace projects and observations.

Structured group training usually takes place bi-weekly with a **1:1 coaching** session every **4-6 weeks**, unless an alternative approach and schedule is agreed with the employer.

Click [here](#) to see the corresponding Skills England page for this apprenticeship course.