Level 3 Business Administrator Apprenticeship

BUSINESS & MANAGEMENT

Heart of Yorkshire Education Group

START DATE
Flexible start dates

LEVEL
Level 3

STUDY MODE
Full-time

DURATION
16-18 months

AWARDING BODY
City & Guilds

LOCATION
Workplace Based

For further information about this course, including Entry Requirements, Assessments and Further Study, scan the QR code.

Course Overview

The role of a business administrator is to deliver high quality products and services to the customers of their organisation. Business administrators may work independently or as part of a team to develop, implement, maintain and improve administrative services.

This apprenticeship develops the key skills and behaviours required for a business administrator, to support their progression towards management responsibilities.

Throughout your apprenticeship, you will be required to record the number of hours you spend learning and training. This will be equivalent to 20% of your working hours for the whole duration of the apprenticeship.

This can be achieved through a range of methods, such as work-related training, or self-study within your usual working week.

This will be agreed with your employer at the start of your apprenticeship.

What You Will Study

This qualification has been developed to support learners completing the Business Administrator Apprenticeship Standard and covers the required knowledge, skills and behaviours.

Knowledge

- The Organisation
- Value of their skills
- Stakeholders
- Relevant regulation
- Policies
- Business Fundamentals
- Processes
- External environment factors

Skills

- IT
- Record and document production
- Decision making
- Interpersonal skills
- Communication

Need More Information?

For additional course information please contact the Course Information Team on **01924 789111** or email **courseinfo@heartofyorkshire.ac.uk**.

To learn more about the Heart of Yorkshire Education Group, our facilities and how we can support you please visit our website **www.heartofyorkshire.ac.uk**.

Quick Links

How to Apply

Student Support

Virtual Tours

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- Quality
- Planning and Organisation
- Project management

Behaviours

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

If you do not already have a GCSE Grade 9-4 in these subjects you will be required to study Functional Skills at the appropriate levels.

Completion of the qualification and functional skills will lead to End Point Assessment. This consists of a multiple-choice test, portfolio interview and a project presentation, which will be carried out by an Independent End Point Assessor from City and Guilds.

Attendance Expectations

This is a work-based course, although you may be required to attend college to learn theoretical concepts relating to business administration, in agreement with your employer.

How You Will Be Assessed

Assessments will take place both in the workplace and at the College, using an online e-portfolio.

Prior to commencing your apprenticeship, you will complete an online induction. This includes an assessment of your Maths and English skills to determine your current abilities, and an introduction to apprenticeships and your e-portfolio.

During the apprenticeship you will complete assignments, gather product evidence for your portfolio, be observed by your assessor in the workplace, and complete online multiple choice tests under exam conditions. You will also manage an improvement project relevant to your role.

After on programme learning has taken place, you will complete an End Point Assessment. This consists of a multiple choice test, portfolio interview and a project presentation, which will be carried out by an Independent End Point Assessor from City and Guilds.

Entry Requirements

GCSE Grade 9-4 in English and Maths.

OR

Certificate evidence of English and Maths at Level 2.

AND

You should be working in a role that corresponds with the apprenticeship standard.

If you do not have the English and Maths skills the apprenticeship requires, we can support the development of your English and Maths skills through completion of Functional Skills in the relevant subject and one-to-one support.

Fee Information

Please contact the Apprenticeship Recruitment Team on 01924 789469 or email apprenticeships@heartofyorkshire.ac.uk

Further Study

Successful completion of this apprenticeship will allow you to progress to Higher Education Business/Management studies at Level 4 and above, including Foundation Degrees.

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This apprenticeship will also support progression to other related occupational areas, such as Human Resources or Customer Service, to give some examples.

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