

# Business Administration: Level 3



## Overview



Business Administrators apply business processes across an organisation and have highly transferable knowledge, skills and behaviours. Their skills are required in all small and large businesses across the public, private and charitable sectors. This apprenticeship gives a firm grounding of organisational operations and functional processes, as well as an understanding of the wider working environment. 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.



Apprentices need to complete 20% off-the-job training during the on-programme phase of their apprenticeship. Specific rules govern this and it must take place in the apprentice's contracted hours. Formative assessment of knowledge, skills and behaviours required in the delivery of the level 3 Business Administrator Apprenticeship are broken down as follows:

**Skills:** IT; record and document production; decision making; interpersonal skills; communications; quality; planning and organisation; project management

**Knowledge:** the organisation; value of their skills; stakeholders; external environment factors; relevant rules and regulations; policies; business fundamentals; processes

**Behaviours:** high level of professionalism; personal qualities; managing performance; adaptability; responsibility



## Developing U

- We can train existing office juniors or provide offices with a range of pre-screened apprentices
- The Business Administration Apprenticeship can take between 372 days and 18 months to complete
- Apprentices can start their Apprenticeship training programmes at various points throughout the year
- Developing U operates its own classrooms
- Assessments take place in the workplace
- Highly qualified educators and assessors with significant industry experience
- Our Employer Engagement Managers will make regular visits to check that you are **100% satisfied** and up to date with your Apprentices' progress and achievements

## Developing U

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**For further information about the Apprenticeships we offer  
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