BUSINESS ADMINISTRATOR LEVEL 3 (ST0070)

Business Administrator Level 3 is designed to equip learners with skills to enhance organisational value and efficiency. By supporting functional areas and facilitating cross-team collaboration, the apprentice will learn to resolve issues and streamline processes. They will also develop strong interpersonal skills for interacting with both internal and external customers, fostering positive relationships and improving customer satisfaction.

Apprenticeship Overview
Duration: Typically 15 months + Assessment

The Assessment
Business Administrator has three assessment methods:

1. Multiple Choice Knowledge Test
2. A portfolio-based interview (total 45 minutes)
3. Project presentation and questioning (total 30 minutes)



The apprenticeship programme will include:

- Completion of Masterclasses - learning new knowledge, skills and behaviours to drive performance and efficiency
- Monthly 1:1 sessions with your Personal Tutor
- Application of new knowledge to develop skills
- Delivery of a project
- Knowledge test practice
- Personal Development: development of your personal and professional goals

Our delivery style ensures all learning sessions can be scheduled in advance, which enables smooth programme delivery, organisation, and the opportunity to work around protected operational/seasonal periods.

Masterclasses will consist of:

- The Organisation
- Value of their skills
- Stakeholders
- Relevant regulation and Policies
- Business fundamentals
- Processes
- External environmental factors
- IT and Record & document production
- Decision making
- Interpersonal skills
- Communications
- Quality
- Planning & organisation
- Project Management

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