



skills for **security**



Business Administration



Apprenticeships



Education & Skills
Funding Agency

Business administrators have a highly transferable set of knowledge, skills and behaviours that can be applied in all sectors. The role may involve working independently or as part of a team and will involve developing, implementing, maintaining and improving administrative services.

The role involves demonstrating strong communication skills. The business administrator is also expected to show initiative, managing priorities and own time, problem-solving skills, decision-making and the potential for people management responsibilities through mentoring or coaching others.

The administration role may be a gateway to further career opportunities, such as management or senior support roles.

The below shows the areas of knowledge, skills and behaviours that the apprentice will need to demonstrate by the end of the programme.



Knowledge

- The organisation
- Value of their skills
- Stakeholders
- Relevant regulation
- Policies
- Business fundamentals
- Processes
- External environmental factors

Skills

- IT
- Record and document production
- Decision making
- Interpersonal skills
- Communications
- Quality
- Planning and organisation
- Project management

Behaviours

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

**Title**

Business Administrator

Level

3

Typical Duration

12 – 18 months (minimum of 12 months for delivery)

End Point Assessment Method(s)

- 1. Knowledge test*
- 2. Portfolio based interview*
- 3. Project/improvement presentation*

Achievable Grades

- Fail
- Pass
- Distinction

Delivery Method

Blended

Measuring Progress

The apprentice, employer representative and training provider will take part in a formal progress review at least every 12 weeks. Within the review, progress to date will be evaluated with each party having the opportunity to record their thoughts. The review will also be used to shape the following 12 weeks ensuring the delivery meets the need of the employer and apprentice.

Entry Requirements

The entry requirement for this apprenticeship will be decided by each employer. Apprentices without level 2 English and maths will need to achieve this level prior to taking the end-point assessment. We will support with achieving this.