

# Level 3 Business Administrator



Discover the Business Administrator Apprenticeship, with full support provided to meet all requirements.



17 Months



End Point Assessment  
Organisation:



Business Administrators play an integral role in the smooth operation of any organisation, bringing a broad range of knowledge and practical skills to their work.

This apprenticeship provides a strong foundation in core areas such as IT proficiency, record and document production, effective communication, and informed decision-making, along with a variety of other essential administrative competencies.



## THE APPRENTICESHIP COVERS:

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

## EPA / APPRENTICESHIP ASSESSMENT:

1. Knowledge test
2. Portfolio based interview
3. Project presentation

Apprentices will also work towards Functional Skills Level 2 in Maths and English, if not already exempt.

**This apprenticeship is suitable for anyone in a business administration capacity, working independently or as part of a team.**

Apprentices will develop key skills and behaviours to support progression towards management. Apprentices will also support and engage with different parts of the organisation and interact with both internal and external customers. Through supporting functional areas, working across teams and resolving issues, Business Administrators are key contributors to an organisation.

**The Business Administration Apprenticeship may be a gateway to further career opportunities, such as management or senior support roles**

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