



# BUSINESS ADMINISTRATION LEVEL 3

## THE FACTS

<b>The full cost</b>	£5,000
<b>Employer cost</b>	£0 - £500
<b>Employer incentive</b>	£0 - £1,000
<b>Duration</b>	12-18 months
<b>Attendance</b>	Classroom & Workplace
<b>Start dates</b>	Roll on roll off
<b>Wages</b>	£3.70 min.

### Delivery Model

Assessment and qualifications will be carried out in the workplace and at College.

## OVERVIEW

Business administrators have a highly transferable set of knowledge, skills and behaviours that can be applied in all sectors. This includes small and large businesses alike; from the public sector, private sector and charitable sector. 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.

The responsibilities of the role are to support and engage with different parts of the organisation and interact with internal or external customers. With a focus on adding value, the role of business administrator contributes to the efficiency of an organisation, through support of functional areas, working across teams and resolving issues as requested. The flexibility and responsiveness required allows the apprentice to develop a wide range of skills.

The business administrator is expected to deliver their responsibilities efficiently and with integrity – showing a positive attitude. The role involves demonstrating strong communication skills (both written and verbal) and adopting a proactive approach to developing 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.

### Entry Requirements

- Ideally candidates will have GCSEs grade 9-4 (A\*-C) in English and maths

#### Knowledge

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

#### Skills

- IT
- Record & document production
- Decision making
- Interpersonal skills
- Communications
- Quality
- Planning & organisation

- Project management

#### Behaviours/Attitude

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

To find out more about this qualification please contact: Craven College Apprenticeships Team on: 01756 693 680 or email: [apprenticeships@craven-college.ac.uk](mailto:apprenticeships@craven-college.ac.uk)