



BUSINESS ADMINISTRATION LEVEL 3

EMPLOYER COSTINGS

[www.craven-college.ac.uk/
apprenticeship-costings](http://www.craven-college.ac.uk/apprenticeship-costings)

START DATES

Roll on roll off

QUALIFICATION

Level 3 Apprenticeship Standard
Business Administration

DURATION & ATTENDANCE

18 months - 2 years - Day release

END ASSESSMENT

End Point Assessment
Observations

WAGES

[www.gov.uk/apprenticeships-
guide/pay-and-conditions](http://www.gov.uk/apprenticeships-guide/pay-and-conditions)

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 5 GCSEs grade 9-4 (A*-C) including 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

- 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