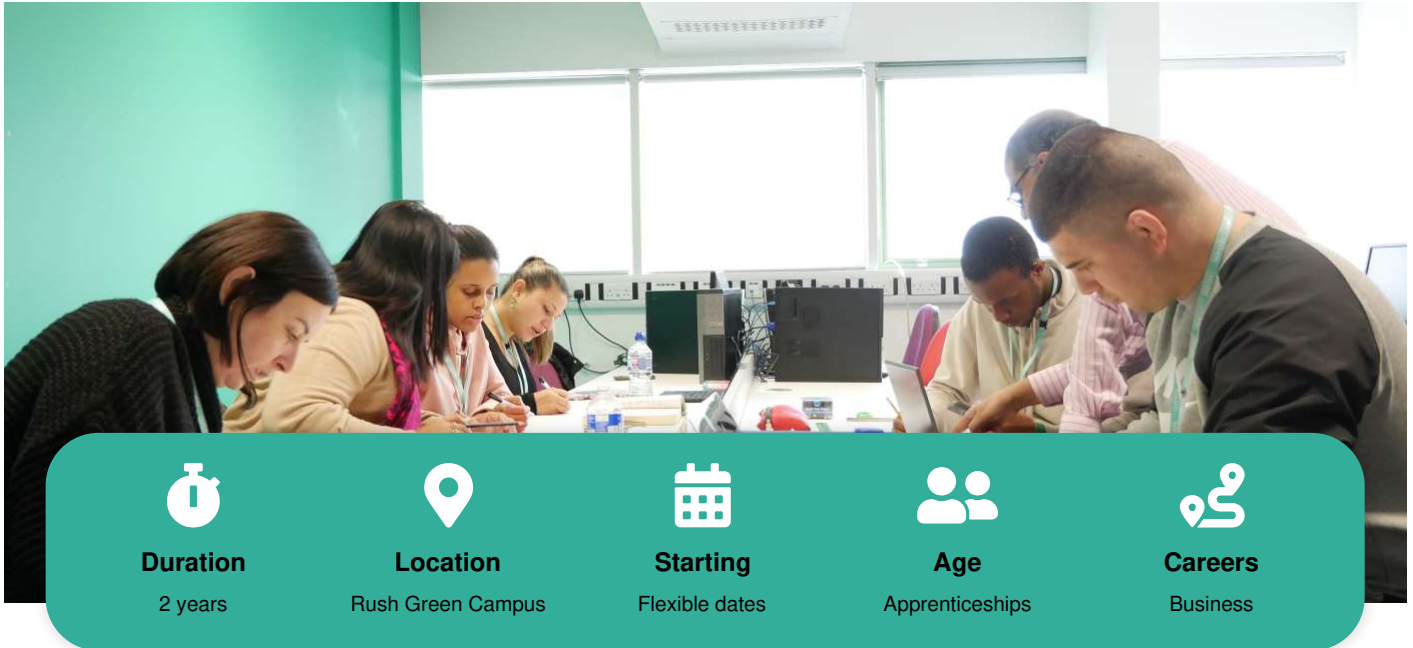


Level 3

# Business Administrator

## Apprenticeship



### How do apprenticeships work?

If you prefer a more practical style of learning, an apprenticeship or higher apprenticeship could be the ideal option for you. They enable you to learn on the job and gain nationally recognised qualifications at the same time. [Find out more about apprenticeships.](#)

## Overview

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.

Business administrators develop key skills and behaviours to support their own progression towards management responsibilities.

## What you'll learn

Modules will include:

- IT
- Record and Document Production.
- Decision making.
- Interpersonal skills
- Communication
- Quality
- Planning and organisation

- Project Management

## Assessments / Exams

To achieve the apprenticeship standard all components must be completed, including Functional skills at the required level if the apprentice doesn't have exemptions.

All apprenticeship standards include an end point assessment which is required to complete the standard.

## Entry requirements

A-D or 3-9 GCSE English and Maths

Working a minimum of 30 hours per week

## What this apprenticeship leads to

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

Visit this course on our website: <https://barkingdagenhamcollege.ac.uk/find/courses/0000011152>

For further information please contact the college: <https://barkingdagenhamcollege.ac.uk/contact>