

Level 3

Business Administrator

TYPICAL DURATION: 18 MONTHS



Role Profile

The business administrator supports and engages with various parts of the organisation, interacting with internal and external customers. They demonstrate strong communication skills, proactive skill development, and problem-solving abilities. This role contributes to organisational efficiency and involves resolving issues as requested. Business administrators have a highly transferable set of knowledge, skills, and behaviours that can be applied in various sectors, and they work towards developing key skills and behaviours to support their progression towards management responsibilities.

Qualifications

English and maths qualifications must be completed in line with the apprenticeship funding rules

Course Content

During the apprenticeship, individuals will acquire the necessary skills, knowledge, and behaviours for their chosen role and industry. This includes areas such as IT, Record and document production, Decision making, Interpersonal skills, Communications, Quality, Planning & Organisation, Project Management, Stakeholders, and Processes

Apprenticeship Assessment

This Apprenticeship has 3 assessment methods.

- Knowledge Test
- Portfolio-based Interview
- Project Presentation

Typical Job Roles

Business Administrator

Administrative Officer

Business Support

Further Information

For more information on the Business Administrator Apprenticeship or any other courses visit steadfasttraining.co.uk

Progression Routes

Business Analyst