

APPRENTICESHIP, LEVEL 3

# Business Administrator

**START DATE**

Flexible

**DURATION**

21 months

**LEVEL**

Level 3

**STUDY MODE**

Work-based

Business Administrators have a highly transferable set of knowledge, skills and behaviours that can be applied in all sectors, including small and large businesses and those operating in the public, private or charitable sector.

The role may involve working independently or as part of a team and will involve the Business Administrator developing, implementing, maintaining and improving administrative services. The Business Administrators develop key skills and behaviours to support their own progression towards management responsibilities.

Job Occupations: Business Administrator, Administration Assistant, Reception Supervisor, Administration Supervisor

Planned Duration: 21 months (Practical period: 18 months, End Point Assessment period: 3 months)

## Why study this course?

Apprenticeships give you the opportunity to work for a real employer, earn a real salary and gain a real qualification whilst gaining valuable workplace skills and experience. If you are aged 16 or above, are driven to succeed in a particular industry and are willing to commit yourself to training and study, then an Apprenticeship could be the right career move for you.

## What will I study?

The apprentice will learn, work, earn and achieve a qualification all at the same time.

To achieve the apprenticeship they will complete the following:

- An industry designed and recognised apprenticeship
- End Point Assessment (Knowledge Test, Portfolio-Based Interview and Project Presentation)

The apprentice will work towards the following Functional Skills:

- Mathematics up to Level 2
- English up to Level 2

Learners who have already achieved GCSEs (A-C or equivalent) in Maths and English may be exempt from Functional Skills.

The apprenticeship is work based, however the apprentice may be required to attend College for functional skills if needed.

## What can I do after this course?

Management role within the sector or higher level training and Apprenticeships.

## Entry requirements

There are no formal entry requirements for an apprenticeship (unless an employer stipulates any themselves) however all potential apprentices will undertake a basic Maths and English assessment prior to enrolment.

## Assessment

Knowledge Test, Portfolio-Based Interview and Project Presentation

Visit this course on our website: <https://www.selby.ac.uk/courses/business-administrator-apprenticeship-level-3>

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

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