Level 3 Business Administration

What will you gain:

Level 3 Business Administration

Level 1/2 Functional Skills in maths & English (if not already attained)

Progression Routes:

Level 5 Operations / Departmental Manager Apprenticeship

Career opportunities such as management or senior support roles

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.

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LEARNING ACTIVITIES

E-LEARNING / SELF STUDY
Complete various e-learning & self study modules

MASTERCLASS
Online classes hosted by specialised skills coaches

PROJECTS & ACTIVITIES
Complete workplace projects & activities to improve skills & behaviours

ONE - 2 -ONE
One -2- one learning sessions with Skills Coaches

FUNCTIONAL SKILLS
Complete your English & Maths learning & exams

EMPLOYER LED LEARNING
Attend conferences, events & training led by your employer

END POINT ASSESSMENT

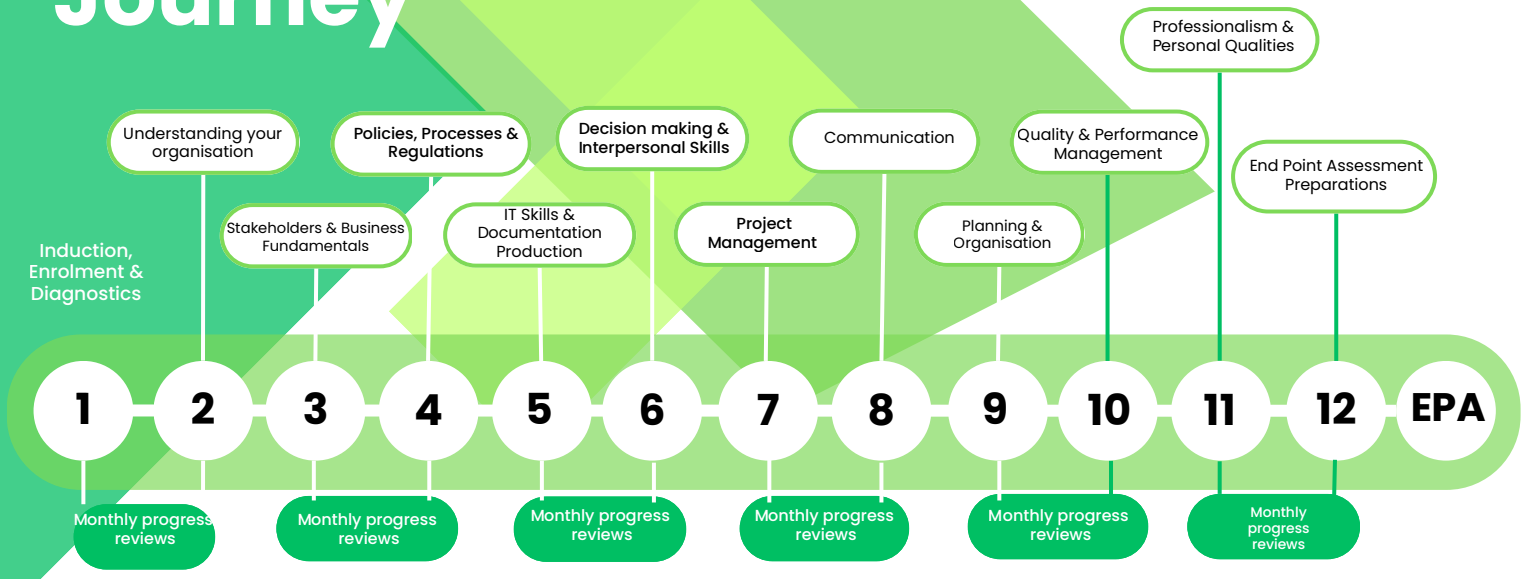
KNOWLEDGE TEST
A multiple choice test, specifically to test the knowledge learnt whilst on programme

PORTFOLIO INTERVIEW
A structured discussion to provide the opportunity to demonstrate knowledge, skills & behaviours.

PROJECT PRESENTATION
A 10-15 minute presentation on the project completed in the final months of your apprenticeship

TOTAL TRAINING PROVISION

Typical Apprenticeship Journey



Off the job training

What counts towards off the job?

Is it **directly relevant** to the apprenticeship standard or framework? **YES** → Is it teaching **new** knowledge, Skills and behaviours? → Is the learning taking place within the apprentice's **normal working hours?** **YES** → If it's English or maths, is it above Level 2? **YES** → **This counts as off-the job training**

NO ↓ **NO** ↓ **NO** ↓ **NO** ↓

This isn't off-the job training

TOTAL TRAINING PROVISION