

Business Administrator (ST0070) Level 3 Apprenticeship

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.

Expected course duration

21 months

College attendance

Mandatory College once a month for 9 months. **Central Bedfordshire** – 1 Thursday a month
– Dunstable Campus, **Corby and Bedford** – 1 Friday a month.

College Day Release intakes

Students can enrol at any point in the year - roll on roll off.
For Mandatory delivery 3 entry points

September, January and May

Bedford - September, January and May.

Central Bedfordshire - January and May.

Tresham Corby - September, January and May.

When can the apprentice start employment?

Any time of the year

When can the apprenticeship training start?

Training can start as soon as employment has begun.

Course Content

The apprenticeship covers a range of Skills Knowledge and Behaviours.

Whilst studying you will be supported throughout the programme to develop:

- Knowledge on your organisation and its processes
- Relevant regulations and policies
- Business fundamentals such as change management
- Model behaviours such as professionalism and adaptability
- Develop skills in quality work, decision making and organization

Entry requirements

Maths Grade 9-4 and English Grade 9-4

What training is required in the workplace?

- 20% off the job
- Undertake and lead an in-work project or improvement
- Access to multiple IT packages including MS
- Shadowing and Supporting colleagues
- Support to problem-solve and resolve challenges and complaints
- Training on how to communicate with a Variety of Stakeholders

Further study and career options

Course progression:

Progression to Team Leading Apprenticeship

Career progression:

Potential Full-time employment options on completion, nearly 2 years in industry experience as well as transferrable skills. Career role progression to a Team Leader, Personal Assistant, Office Manager.

Campuses

Bedford, Tresham Corby and Central Bedfordshire campuses.

Further details

For more information, please visit here:

<https://www.instituteforapprenticeships.org/apprenticeship-standards/business-administrator->

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