

Business Administrator Advanced Apprenticeship Standard

Ofsted Outstanding Provider

Course Level: Level 3

Campus: Stafford

Subject Type: Accounting, Business, Travel & Legal

Course Overview:

On this Apprenticeship Standard, apprentices gain skills in various administrative tasks, such project management, managing databases and handling correspondence, preparing them for roles as effective and efficient administrators in a range of industries.

What's Covered:

Best-practice across the organisation
E.g. coaches others to perform tasks correctly.
Applies problem-solving skills to resolve challenging or complex complaints and be a key point of contact for addressing issues.
Planning and organisation
Take responsibility for initiating and completing tasks, manages priorities and time in order to successfully meet deadlines. Positively manage the expectations of colleagues at all levels and set a positive example for others in the workplace. Makes suggestions for improvements to working practice, showing understanding of implications beyond the immediate environment (e.g. impact on clients, suppliers, other parts of the organisation). Manage resources e.g. equipment or facilities. Organise meetings and events, takes minutes during meetings and creates action logs as appropriate. Take responsibility for logistics e.g. travel and accommodation.
Project management
Use relevant project management principles and tools to scope, plan, monitor and report. Plan required resources to successfully deliver projects. Undertakes and leads projects as and when required.
Typical job roles include:
Business administrators have a highly transferable set of knowledge, skills and behaviours that can be applied in all business sectors. The role may involve working independently or as part of a team and will involve developing, implementing, maintaining and improving administrative services.
The responsibilities of the role are to support and engage with different parts of the organisation and interact with internal or external customers. With a focus on adding value, the role of business administrator contributes to the efficiency of an organisation, through support of functional areas, working across teams and resolving issues as requested. The flexibility and responsiveness required allows the apprentice to develop a wide range of skills.
The business administrator is expected to deliver their responsibilities efficiently and with integrity – showing a positive attitude. The role involves demonstrating strong communication skills (both written and verbal) and adopting a proactive approach to developing skills. The business administrator is also expected to show initiative, managing priorities and own time, problem-solving skills, decision-making and the potential for people management responsibilities through mentoring or coaching others.

Entry Requirements:

Candidates need a minimum of four GCSEs, including maths & English (minimum grade 4/C).
If you do not hold a suitable maths or English qualification, you will complete initial assessments to identify if you can achieve Functional Skills at level 2.

Assessment Information:

The End Point Assessment consists of:

1. Interview to discuss the evidence in your portfolio.
2. Knowledge Test
3. Project/improvement presentation.

To start the End Point Assessment, Apprentices must hold a Level 2 English and maths qualification.

Fees and Financial Support:
While you are on an apprenticeship your employer pays you a salary and supports you whilst you undertake your training

Progression:
If you successfully achieve all parts of the apprenticeship, your assessor will discuss with you and your employer the next steps to take. Dependent on your roles and responsibilities, this may be the next level of the subject you have been studying already or a different pathway.

What else do I need to know?
On an apprenticeship programme you usually will work for a minimum of 30 hours a week for the employer and then have one day a week at college or designated time in the workplace.
Some job roles will require a DBS before starting, you will be advised at interview stage if this is required.
Whilst you are on an apprenticeship your employer pays you a salary, this includes all off the job training as well.

How do I find out more?

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