

# Business Administrator Level 3

Business Administrator is delivered in workshops by industry and sector experts, either face-to-face or virtually, alongside one-to-one tutorial sessions usually 1 hour per month.

Duration: 15 months (including up to 3 months for End-Point Assessment)

Cost: £5000

Levy-paying employers in England can use funds in their Apprenticeship Service Account to fund apprenticeship training costs. For non-levy paying employers, the Government will fund 95% of the cost of training an apprentice, with a 5% contribution from the employer. If you employ fewer than 50 people, that increases to 100% of the cost for apprentices aged 16-18 or those aged 19-24 who have previously been in care or who have a Local Authority Education, Health and Care plan.

## Who is Suitable:

This programme is ideal for those in admin roles who wish to progress and further develop their skills. This may be people moving to a more senior role and/or taking on additional responsibility. It is also suitable for those in their first full time role, who perhaps already have some experience of working in admin roles.

## Benefits to your Business:

*according to: [www.apprenticeships.gov.uk](http://www.apprenticeships.gov.uk)*

- 86% of employers said apprenticeships helped them develop skills relevant to their organisation
- 78% of employers said apprenticeships helped them improve productivity
- 74% of employers said apprenticeships helped them improve the quality of their product or service
- Adapt their training according to the needs of your business
- Motivate to learn new skills
- Expand and upskill your workforce

## Benefits to your Delegates/Apprentice:

*according to: [www.tuc.org.uk](http://www.tuc.org.uk)*

- Learn new skills
- Progression and new job roles
- Learning and training opportunities
- Updating English and maths skills with Functional Skills or GCSEs
- Time to learn with off-the-job training for 20% of the working time
- An opportunity to get certification in an industry-recognised occupation

## End Point Assessment

End Point Assessment tests the knowledge, skills and behaviours that an apprentice has gained during their training and demonstrates the competence of an apprentice in their role.

Grades awarded are Pass, Merit and Distinction

## Progression Opportunities

Once you have completed this qualification at Level 3, there are several progression routes available, dependent on your industry and job role:

- Team Leader/Supervisor (Level 3)
- Associate Project Manager (Level 4)
- Improvement Practitioner (Level 4)
- Operations/Departmental Manager (Level 5)
- Coaching Professional (Level 5)
- Senior Leader (Level 7)

For more information please contact us.

# Learner Journey

