

Business and Administration Apprenticeship Level 3

Course Overview

You need to be employed to start an Apprenticeship; please include the full contact details of your employer within your application. If you are unable to secure employment, you could enrol on a full-time study programme and transfer to an Apprenticeship later.

Administration skills are crucial to the effectiveness and efficiency of any organisation. By completing this qualification, you will demonstrate a thorough understanding of current theory and practice, which is respected and recognised by employers.

Mandatory units include:

- Communicate in a business environment
- Manage personal and professional development
- Principles of business communication and information
- Principles of administration
- Principles of business

In your workplace, you could perform a variety of tasks such as producing documents and preparing notes, organising and co-ordinating events and meetings, developing and delivering presentations, and managing teams.

The course includes a tutorial programme to cover subjects linked to the work environment such as email etiquette, professional letter writing, time management and personal guidance on equality and diversity, safeguarding and money matters.

Assessment Methods

Assessment is in the workplace and by an Assessor who has specific sector knowledge. You will be required to build an online portfolio using various assessment methods such as observation, professional discussion, work product and witness testimony.

The knowledge element will be assessed via online tests after each learning outcome has been taught and you feel ready to sit a multiple-choice exam.

Progression Options

You could further your studies in team leading/management, customer services or other sector specific qualifications. Most apprentices can expect to be offered a permanent contract with their employer and work towards possible careers in HR Administrator Management, Office Management, Personal Assistant, etc.

Course Title	Business and Administration Apprenticeship Level 3
Entry Requirements	<p>You need five GCSEs in the A* to C or 9 to 4 range including English and Maths, or a relevant Level 2 qualification. Course entry is subject to an initial assessment in order to determine the appropriate level of study and a successful interview.</p> <p>You must be working in an administrative environment with responsibility within your job role. An assessment of your job role will be made to ensure there is enough scope and responsibility for you to achieve the qualification as it is based on levels of competence.</p>
Attendance Requirements	You are required to attend College for one day per week, usually Wednesdays, and study remotely.