



Level 3

Business Administrator Apprenticeship

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Summary

Advanced Apprenticeships in Business and Administration are designed for those working in key administration roles in a business environment. The responsibilities of the apprentice are to provide consistent and reliable support internally, including creating and nurturing strong inter departmental links and relationships. Externally, the apprentice is expected to represent their organisation, facilitating and building strong working relationships with a range of stakeholders including repeat and prospective customers, suppliers, subcontractors and other agencies. With a focus on adding value, the role of business administrator plays a lead role in contributing to the efficiency of the organisation, taking action to highlight and resolve issues as well as developing ideas for change. The flexibility and responsiveness required allows the apprentice to develop a wide range of skills. As part of the apprenticeship, the apprentice must manage a small administration project and take ownership of a specific administration task. The apprentice must also be responsible for their own personal and professional development and is expected to coach others where required.

Entry Criteria

We would expect apprentices to have achieved GCSE Maths and English Grade 4 (C) or above

Attendance

Apprentices will attend college one day a fortnight (during term-time only) at our Kingsway College campus

Duration

18 months+ End Point Assessment

What will I learn?

The level 3 Apprenticeship consists of the knowledge, skills and behaviours including:

- Stakeholders
- Policies
- Business Fundamentals
- Processes
- External Environmental Factors
- Record and Document Production
- Decision Making
- Interpersonal skills
- Communications
- Quality
- Planning and organisation
- Project Management
- Managing Performance
- Adaptability

Key words

- Record & Document Production
- Document / Data Storage
- Communication
- Dealing with Customers
- Proposal / Draft Writing
- Financial Processes
- Professional Development
- Administration Responsibilities
- Resilience

The Apprenticeship Journey

Initial Steps



Make an application

- Via your employer
- Or for a new apprenticeship vacancy

Interview Stage

(N/A for existing employees)

Initial Assessment

Functional Skills
(if required)

Your Apprenticeship



Induction (0-3 months)

- Start with employer
- Enrolment / commence College course
- Understand expectations

On Programme (3– 18 months)

- Continue attending college
 - Complete Project
 - Develop Portfolio

Gateway (18 months+)

- Achieved Level 2 Maths/English
- Sufficient Portfolio of learning
- Project Completed

Your End Point Assessment



End Point Assessment (18 months+)

- Graded Distinction
Merit, Pass or Fail

Assessment Type

Knowledge Test

Portfolio based Interview

Project Presentation

How To Contact Us



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