

APPRENTICESHIPS

Business Administrator (Bus Admin) Level 3

Apply Now



PROGRAM DETAILS

This program is for learners who wish to work in administration. Business administrators have a highly transferable set of knowledge, skills and behaviours that can be applied in all sectors. Your role may involve developing, implementing, maintaining and improving administrative services. You will develop key skills, knowledge and behaviours to better understand and work in the role of a highly competent administrator. Learning and assignments will be put into the context of your working environment to best support your development.

IS THIS COURSE RIGHT FOR ME?

If you have an interest in working in an office environment as a business administrator then an Business Admin Apprenticeship could be for you! You will benefit from learning highly transferable skills that can be used across a variety of different business sectors. If you want to earn a wage while you study, an apprenticeship is a great route. You will earn a minimum of £4.81 an hour for a minimum of 30 hours a week.

ENTRY REQUIREMENTS

You will be expected to hold a GCSE in Maths and English at Grade C/4 before you begin the apprenticeship, or to have achieved these by the end of 18-20 month apprenticeship. We require all candidates to have a minimum of a C/4 or functional Skills level 2 in at least one of the subject areas before enrolment. For those who need to complete either maths or English, Functional Skills tuition will be available from our specialist tutors who will support you to complete the final exam.

TRAINING DELIVERY

You will enjoy a blended approach to delivery and attend our Tutor led classroom session at our Carlisle based training centre (or via live ZOOM conferencing technology) one full day a month.

These are planned sessions across the academic year which are underpinned by online interactive learning via our bespoke platform OLLIE.

COURSE CONTENT

This apprenticeship is designed to develop the your knowledge, skills and behaviours (K.S.B) in order to successfully complete an EPA (End Point Assessment).

Opposite you will see a breakdown of the K.S.B that you will be exposed to in this apprenticeship.

APPRENTICESHIP DETAILS

The course content includes a range of topics which make up the variety of knowledge, skills and behaviours of what makes for a highly competent and professional Administrator. The training delivery will cover the following KSB's;

Skills

- IT - Skilled in the use of multiple IT packages and systems
- Decision making - Exercises proactivity and good judgement
- Interpersonal skills - Builds and maintains positive relationships
- Communications - Demonstrates good communication skills
- Quality - Completes tasks to a high standard and applies them to improve
- Planning and organisation - Takes responsibility for initiating and completing tasks
- Project management - Uses relevant project management tools to scope, plan, monitor and report

Knowledge

- The organisation - Understands organisational purpose, activities, aims, values & vision
- Value of their skills- Knows organisational structure and how their work benefits the organisation
- Stakeholders - Has a practical knowledge of managing stakeholders
- Relevant regulation - Understands laws and regulations that apply to their role
- Business fundamentals - Understands the applicability of business principles
- Processes - Understands the organisation's processes; making payments or processing orders

Behaviours

- Professionalism - Behaves in a professional way, acts as a role model, contributing to team cohesion
- Personal qualities - Shows exemplary qualities that are valued including integrity & reliability
- Managing performance - Takes responsibility for their own work, accepts feedback in a positive way
- Adaptability - Can accept and deal with changing priorities related to both their own work and to others
- Responsibility - Takes a clear interest in seeing that projects are successfully completed

WHY LEARN WITH US?

Once accepted on your chosen course, we will share your details with various employers who are seeking apprentice candidates within the local area. We have excellent connections with local employers and will help you find the best job for you!

System People were also voted "Best Training Provider" as voted by the Golden Apple Awards 2019, because our dedication to our students, selection, training, and assessment of learners. You will be assigned a fantastic well experienced and approachable Tutor who will support you for the duration.

In 2021, we received our first - and positive - Ofsted inspection report, which was a huge achievement given the strains of remote working and the pandemic.

In addition to the above, we use OLLIE - a cutting edge virtual learning platform to optimise our apprentices' learning from any remote location, where our specialist tutors are able to log on and check your progress.

Jen's Apprenticeship Journal

I'm working in a busy local training company while completing my Business Administration apprenticeship. My days can be varied and I work to support the work based learning department with the tracking of learner progress, updating spreadsheets, speaking to our customers and preparing emails for correspondence. I also make and take phone calls which has really helped my confidence and proficiency while working in an office based environment.

I would highly recommend the BA Apprenticeship because you get the opportunity to earn whilst working towards a qualification. It is a great opportunity to earn a wage and gain a qualification.

LEARNER JOURNEY

The **Business Administration Apprenticeship** typically takes between **18 to 20 months to complete**. The program includes 18 months of "on-programme learning" followed by assessment for **Gateway**. You will be provided with a clear scheme of work which will set out the scheduled classroom and online sessions, 1-2-1 reviews, Tutor observations and mock end point assessments. Using OLLIE, our online learning tool, will allow you to prepare for and gain knowledge of topics prior to live classroom delivery. This virtual learning platform has been specially designed for our learners and is a fun, interactive tool which clearly measures learner success and assists in the decision to move a learner to Gateway.

GATEWAY

When you are ready for Gateway, you must have proof you they hold a **Level 2 in English & maths**. If you've been engaged in Functional Skills training, you must have completed training and achieved the correct grade before EPA can take place.

END POINT ASSESSMENT

The EPA for Business Admin is made up of a multiple choice Knowledge Test lasting a maximum of 60 minutes and includes 50 equally weighted multi-choice questions with four possible answers each. In addition you will be required to conduct a Portfolio-based Interview lasting for 30-45 minutes. The Portfolio of Learning should contain evidence of a minimum of 8-12 pages.

This apprenticeship also requires you to take part in a Project Presentation. You must deliver a 15 min presentation on a project they have completed or a process they have improved. This is followed by a 10-15 minute Q&A session. The project is completed from month 9 of the apprenticeship.

Following this, you will be awarded either a distinction, pass or fail following EPA. Should you fail one or more of the EPA methods you will be offered the opportunity to take a resit/retake.



Administrator studying L3



To find out more about vacancies in your area,
email us at - apprenticeships@system-people.co.uk
www.system-people.co.uk

