

### L3



Professional Business administration is central to the effective operations of every organisation and in every sector, with those carrying out this role to a high standard crucial to business success. The role may involve working independently or as part of a team and will involve developing, implementing, maintaining and improving administrative services.

#### WHO IS THIS QUALIFICATION FOR?

This apprenticeship is suitable for those working in any business administrator role for example:

- Office administrator
- Programme administrator
- Data entry clerk
- Accounts clerk
- Personal assistant

#### KEY RESPONSIBILITIES MAY INCLUDE:

- Engaging with different parts of the organisation
- Interacting with customers.
- Identifying and resolving problems
- Producing accurate records and documents

#### APPRENTICESHIP OVERVIEW:

You will gain the knowledge and skills in administration which involves:

- Decision making
- Planning and organisation
- Using a range of IT systems and packages
- Communication skills

You will develop your ability to support:

- Efficiency
- Quality
- Business improvement
- Mentoring and coaching

You will learn about key areas such as:

- Legislation
- Business fundamentals
- Project management
- External factors and their impact



Professional qualifications are vocational training courses that relate to a specific industry or career path aimed at professionals looking to develop their career further.

They are typically regulated and awarded by professional bodies within the relevant industry and are designed to ensure that those employed in a particular job meet the minimum required standards of professional expertise.

- » 12-18 months
- » Functional Skills English and Maths Level 2

#### PROGRESSION:

This apprenticeship provides you with skills that are transferable to various roles and may be a gateway to further career opportunities, such as management or senior support roles.