

## Level 3 Apprenticeship in Business Administration

This apprenticeship is for people who have experience in ensuring that systems in premises operate effectively and efficiently. It is a nationally-recognised training programme combining real work with learning and training, both on and off the job.



### Level 3 Apprenticeship in Business Administration

The Level 3 Apprenticeship in Business Administration is designed to develop individuals whose job role is primarily dedicated in helping businesses grow, and organising resources and people. These apprentices will provide assistance in technical and competence elements of the job that allow businesses to be productive, effective and efficient. This experience will give them further transferable skills that they can use in other aspects of their career. Learners must be at least 16 years old with a keen interest in being an excellent business administrator, working as part of a team and have a 'can do' attitude.

Job Titles	Job Roles
Administration officer / executive / team leader / office supervisor / secretary	Dealing with internal and external correspondence, organising meetings and events, producing documents, managing resources, managing office equipment, managing information
Personal assistant	Making and receiving telephone calls, managing diaries, organising travel, organising meetings and events, handling correspondence, creating documents, developing presentations

### Progression

Learners can progress onto the Level 4 Higher Apprenticeship in Business & Professional Administration, further or higher education to undertake business related or other qualifications, a range of business and management undergraduate programmes or other business professional qualifications at level 4 and above. Successful apprentices may also continue in their job role and undertake a range of professional job-specific qualifications and training with the possibility of a promotion.

### Building Your Qualification

This Apprenticeship is equivalent to two A level passes, comprised of both knowledge and competence qualifications. In addition the apprenticeship is supported by qualifications in functional skills and employee rights and responsibilities.

**Level Three Diploma in Business Administration:** This qualification of this apprenticeship has 59 credits and 354 guided learning hours. All units are listed on the reverse side.

**Functional Skills:** There are no formal entry requirements in order to become an apprentice but, to successfully complete the framework, learners must achieve qualifications in:

- Level 2 English
- Level 2 Mathematics
- Level 2 Information and Communications Technology (ICT)

**Employee Rights and Responsibilities:** The ERR element of this framework will be met by completion of a workbook.

## Qualification Overview

### Level Three Diploma in Business Administration

Learners will complete all of the following mandatory units:

Unit Reference #	Title	GLH	Credits
D/506/1942	Principles of business	74	10
R/506/1940	Principles of business communication and information	27	4
Y/506/1910	Communicate in a business environment	24	4
Y/506/1941	Principles of administration	27	6
T/506/2952	Manage personal and professional development	12	3

Learners will complete all of the following optional units:

Unit Reference #	Title	GLH	Credits
L/506/1919	Provide administrative support in schools	33	5
K/506/1944	Manage an office facility	21	4
M/506/1945	Analyse and present business data	24	6
R/506/1890	Administer finance	21	4
A/506/1821	Manage team performance	21	2
F/506/2596	Principles of leadership and management	50	8
T/502/4301	Using Email	20	3

## Employment

The Basics	
<ul style="list-style-type: none"><li>Duration: minimum 12 months</li></ul>	<ul style="list-style-type: none"><li>Mentoring</li></ul>
<ul style="list-style-type: none"><li>Hours: minimum 30 per week, with time off for training</li></ul>	<ul style="list-style-type: none"><li>Annual leave, contract of employment, salary</li></ul>

## Resources and Support

Youthforce offers a wide range of support for apprenticeships, including:

- One-to-one tutorials
- Comprehensive Support
- Action learning with peers
- Classroom sessions
- Distance E-learning

## Contact Youthforce

Youthforce is dedicated to employer led training. For a conversation on how we can work together to develop your workforce through apprenticeships please get in touch.

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