



WISEORIGIN
COLLEGE

BUSINESS ADMINISTRATION APPRENTICESHIP LEVEL 3



Work Based Learning, Done Right

An Apprenticeship is a real job with training so they are a great way to continue your education whilst getting paid and pick up industry recognised qualifications as you go. As an apprentice, you will work alongside experienced staff, gain job-specific skills, earn a wage, and be given time to study towards recognised qualifications.

Business administrators have a highly transferable set of knowledge, skills and behaviours that can be applied in all sectors. This includes small and large businesses alike; from the public sector, private sector and charitable sector. The role may involve working independently or as part of a team and will involve developing, implementing, maintaining and improving administrative services. Business administrators develop key skills and behaviours to support their own progression towards management responsibilities.

The responsibilities of the role are to support and engage with different parts of the organisation and interact with internal or external customers. With a focus on adding value, the role of business administrator contributes to the efficiency of an organisation, through support of functional areas, working across teams and resolving issues as requested. The flexibility and responsiveness required allows the apprentice to develop a wide range of skills.

The business administrator is expected to deliver their responsibilities efficiently and with integrity – showing a positive attitude. The role involves demonstrating strong communication skills (both written and verbal) and adopting a proactive approach to developing skills. The business administrator is also expected to show initiative, managing priorities and own time, problem solving skills, decision-making and the potential for people management responsibilities through mentoring or coaching others.

What are the entry requirements?

There are no specific academic entry requirements however, all applicants need to attend an interview with a recruitment officer and undertake an initial English and Maths assessment.

The initial entry points for English and Maths are as follows:

For level 2 apprenticeships the minimum entry level for English and Maths is 'Entry level 3' (E3).

For all level 3 and 4 apprenticeships the minimum entry level for English and Maths is level 1, ideally level 2.

For all level 5 apprenticeships the minimum entry level for English and Maths is level 2 however, in some individual circumstances level 1 may be considered.

Who is this Apprenticeship for?

For anyone working within administrative role in any industry looking to upskill and ready for their next steps.

Knowledge, Skills & Behaviours:

Knowledge and skills:

Knowledge: Value of their skills, stakeholders, relevant regulation, business fundamentals, policies, processes, external factors.

Skills: IT, record and document production, decision making, interpersonal skills, communications, quality, planning and organisation, project management.

Behaviours: Professionalism, managing performance, personal qualities, responsibility, adaptability.

Progression and career path:

Progression into a further apprenticeships or development within the organisation taking on increased responsibilities and a more senior position.

Duration - 12 Months

“Wise Origin College is the place to be if you want your ideal Apprenticeship”

National Delivery: Delivery will be via a combination of classroom based training and training within the workplace.



For further information and to apply:



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