Business Administration
Apprenticeship Level 3

About the Course

This course is for you if you have an interest and some experience in working in a business environment, providing administration and organisational support to a variety of people. You will consider the basics of working in administration and how these skills develop, and apply this knowledge to your own workplace to show your understanding and competence in carrying out a range of tasks.

An advanced apprenticeship with The Sheffield College provides on-the-job training with an employer, supported by a Training Assessment Facilitator who will plan regular tutorials and observations at work and help you plan work to be completed. You will also have some college based sessions where you will learn about the different areas of work in administration to help you in completing statements for the mandatory units of the NVQ. Your workplace will provide you with the opportunity to practice and apply the learning as well as giving you training in the specific needs of your job. This learning and evidence of competence will be used to gain the NVQ Level 3 Diploma in Business Administration.

On your programme you will also study for Functional Skills in Maths, English and ICT as required by the framework.

Key Units

Key Areas of Study

- Communication
- Information Management
- Working Relationships
- Understanding Business Organisation and Structure
- Meetings work
- Managing Workloads and Supervising Others
- Negotiation and Innovation
Entry Requirements

4 GCSEs grades A*- C (or acceptable alternatives). Must include English Language and Maths.

Assessment

- Examinations for Functional Skills
- Assessment of evidence for NVQ

Where does this Lead

This course opens up a wide range of opportunities, often leading to offers of full-time employment. You may progress on to a Higher Apprenticeship course (Level 4) – often with the same employer, or may decide that a different area of work interests you (e.g. specialising in customer service or accounts) and could access an apprenticeship in that area.

Future Opportunities

Completion of the framework will show that you have completed a course of academic and vocational study and provide you with the qualifications you need to apply for job roles such as administrator, business support officer, receptionist, information controller, clerical officer, with a range of employers including health service, universities, local and national government offices.

Tell Me More

Teaching & Facilities

You will learn from experienced, specialised and enthusiastic lecturers, supported by experienced Training Assessment Facilitators who provide a link between college and your workplace. You will have access to up-to-date IT facilities and course resources on the college intranet which can be accessed at home.

Industry Experience

During your apprenticeship you will gain invaluable first-hand experience of the industry you hope to enter one day, meaning that you will have the experience that employers look for when it comes to applying for a full time position.

Earn As You Learn

As an apprentice you will earn a weekly wage (usually upwards of £100 p/week), meaning you won’t be out of pocket whilst you work towards getting your qualification.
Extra Costs

Please visit www.sheffcol.ac.uk for more information and details on how to apply.