

Business Administration

Apprenticeship Level 3

Every organisation needs skillful business administration. As an employer, you need to be confident that anyone undertaking administration for you is competent and knowledgeable, as well as able to meet the requirements of your particular organisation.

Employing an apprentice is a great way to ensure that you train and develop an administrator to fit with your way of working – either upskilling an existing member of staff into the role or bringing in new talent.

The Advanced Apprenticeship in Business Administration Level 3 framework is aimed at those who have some experience of working within an administrative capacity, who are capable of taking responsibility for their areas of work. The apprenticeship offers a range of optional units so you can tailor it to the needs of your organisation or the specific job role.

Key Areas of Study

This apprenticeship will develop your learner's abilities to deliver a range of administrative tasks.

Your learner will cover essential knowledge skills and behaviours in their mandatory units. You will also be able to select from a number of optional units to best suit the needs of your business.

Quick Information:

Modern Apprenticeships designed with employers

Sector:

Relevant to all employment sectors

Who is it for?

New recruits or existing staff

Start date:

Flexible to suit employers

Level:

Level 3

Duration:

Minimum 18 months

How does it work?

Delivered in your workplace a college tutor will visit every 6-8 weeks, and review meetings with the tutor, apprentice and their manager will be scheduled every 8-12 weeks.

Content:

Key competence and knowledge to suit your organisation

Assessment:

Work-based assessments throughout the course

Qualification:

OCR Level 3 NVQ Diploma in Business Administration



Mandatory areas of study

Knowledge

- Principles of business communication and information
- Principles of administration
- Principles of business

Competence:

- Communicate in a business environment
- Manage personal and professional development

Optional Areas of Study

- Contribute to the improvement of business performance
- Negotiate in a business environment
- Develop a presentation
- Deliver a presentation
- Create bespoke business documents
- Contribute to the development and implementation of an information system
- Monitor information systems
- Evaluate the provision of business travel or accommodation
- Provide administrative support in schools
- Administer parking and traffic challenges, representations and civil parking appeals
- Administer statutory parking and traffic appeals
- Administer parking and traffic debt recovery
- Administer legal files
- Build legal case files
- Manage legal case files
- Manage an office facility
- Analyse and present business data
- Produce business documents
- Store and retrieve information
- Produce minutes of meetings
- Handle mail
- Prepare text from shorthand
- Prepare text from recorded audio instruction
- Maintain and issue stationery and supplies
- Contribute to the organisation of an event
- Organise business travel or accommodation
- Provide administrative support for meetings
- Administer human resource records
- Administer recruitment and selection process
- Administer parking dispensations
- Administer finance
- Buddy a colleague to develop skills
- Employee rights and responsibilities
- Support environmental sustainability in a business environment
- Resolve administrative problems
- Prepare specifications for contracts
- Prepare text from notes using touch typing

Training, Tutoring and Assessment

The whole programme takes 18 months to complete. The pace at which the learner progresses will be driven by you and the learner. We will work closely with you to plan and deliver appropriate support and training. Your learner will mainly learn on the job, but training and one-to-one tutoring are also a key part.

Your apprentice will attend the college for Knowledge Input Sessions to help them to cover the required knowledge for the mandatory units of the NVQ component of the apprenticeship.

We will carry out joint reviews with you at regular intervals to discuss progress. You can use your normal performance management processes to monitor the progress of the learner, provide feedback and guide development.

The learner's portfolio of evidence for the NVQ will be assessed to determine whether the individual has proved that they have the underpinning knowledge and are able to competently perform the tasks required in the job role.

Apprentice Entry Requirements

Apprentices will be required to have four GCSE A-C or grade 4-9, including Maths and English. They would also normally have completed a Level 2 Business Administration course or have some experience of administration.

If your Apprentice does not have GCSE grade C or above (or equivalent) in English, Maths or ICT then attendance at the College one afternoon each week, in 10 week blocks, to complete Functional Skills ICT at Level 2, will be required. Online support and/or classroom delivery is available to help learners achieve the Functional Skills in English and maths at Level 2 if needed.

Future/Other Opportunities

- Level 4 Business & Professional Administration (Higher Apprenticeship framework)
- ILM Management and Leadership Level 3
- ILM Management and Leadership Level 4
- ILM Management and Leadership Level 5

Or progression to a part-time Business degree with The Sheffield College accredited by the Open University

More information

To find out more about the opportunities and financing of apprenticeships and to discuss your particular requirements, please email employer@sheffcol.ac.uk or call **0114 260 2600** to speak to one of our friendly employer advisors.

Get In Touch

Email:

employer@sheffcol.ac.uk

Call:

0114 260 2600

Twitter:

[@sheffcol](https://twitter.com/sheffcol)

Facebook:

facebook.com/thesheffieldcollege

LinkedIn:

linkedin.com/company/the-sheffield-college



Why choose The Sheffield College?

As one of the region's largest providers of apprenticeships, The Sheffield College is more than just your local provider; we deliver the dedicated support you need to source, train and get the best out of your apprentice.

We appreciate how difficult and time consuming it can be to recruit staff. That's why, when you recruit an apprentice with us, our dedicated apprenticeship recruitment service, Job Connect, will advertise the vacancy, engage your candidates and even pre-screen them to make the process as easy as possible for you.

We help you get the best deal by finding the right funding and we handle the paperwork to make the process of arranging an apprenticeship training programme as smooth as possible. Our employer partnership team, apprenticeship tutors and assessment staff are experts, and we invest time and money in training and upskilling them regularly so their knowledge is up-to-date and industry standard. At The Sheffield College we go above and beyond; we know that every business is different and we help to develop apprentices who will meet the needs of your business.