

**Business Administrator**

OVERVIEW

The Business Administration Apprenticeship 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. You will enhance their key skills and behaviours and will work towards progression into management responsibilities.

With a focus on adding value, the role of Business Administrator will be to contribute to the efficiency of the organisation, through support of functional areas, working across teams and resolving issues as requested.

You will be expected to deliver their responsibilities with efficiency 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. You will be expected to show initiative, managing priorities and your own time, problem-solving skills, decision-making and the potential for people management responsibilities through mentoring or coaching others.

LEARN MORE

<https://www.instituteforapprenticeships.org/apprenticeship-standards/business-administrator/>

LEVEL

Advanced (Level 3)

DURATION

18 months

COLLEGE DAY

Tuesday, 9:30am to 4pm (Group 1). Thursday, 9:30am to 4pm (Group 2).

DELIVERY METHOD

College day release (term time only) and on the job training and assessment.  
You will be required to build a portfolio of evidence.

You must meet the requirements of an End Point Assessment in order to be deemed competent in their job role.

INTAKES

September 2020

January 2021

April 2021

ENTRY REQUIREMENTS

GCSE grades 4(C) or above or equivalent in maths and English are essential.

You must be able to demonstrate a desire to work in a professional office environment and progress a career in this area.

APPRENTICE REQUIREMENTS

A minimum of 20% of your contracted hours must be spent off the job training, this includes time spent training.

You must be employed on a contract of employment for at least 30 hours per week and paid at least the National Apprenticeship Wage, currently £4.15 per hour.

\*\*Where an apprentice is aged 19 and over employers can pay the National Apprenticeship Wage for the first year of the Apprenticeship thereafter it reverts the National Minimum rate for their age\*\*

POSSIBLE CAREERS/PROGRESSION ROUTES

The Apprenticeship is a gateway to further career opportunities, such as management or senior support roles.

CONTACT DETAILS

Telephone: 01562 826515

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Website: <https://www.kidderminster.ac.uk/apprentice/apprenticeships-introduction/>

Facebook: <https://www.facebook.com/ApprenticeshipsKC/>

Instagram: <https://www.instagram.com/apprenticeshipskc/>