

Business Administrator

Level 3

Duration: 12-18 months

Funding band: £5,000



What is the background to this programme?

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?

Where a business administrator has not already achieved Level 2 English and Maths, they must do so before taking the end-point assessment.

What is covered?

- Record and document production
- Decision making
- Interpersonal skills
- Planning and organization
- Understanding legislation and regulations
- Understanding company and key business policies
- Project management and other business fundamentals
- Managing stakeholders

What qualification is achieved?

The administration role may be a gateway to further career opportunities, such as management or senior support roles.

Apply to start or ask for more information

Our team are here to help.

The quickest route is to email learning@davies-group.com

We look forward to chatting to you soon!



"I was really impressed with the amount of resources and expertise that were available from Davies Learning Solutions. Everything I needed was provided, the environment was so supportive, and I never felt like I had to do anything on my own"

– Ciara Octigan, Apprentice