

# Level 3 Business Administration

Earn as  
you learn

Real  
job

Great  
experience

#Future  
#Administration  
#Business

Average  
salary\*  
once qualified  
£17,000-  
£32,500



# Level 3 Business Administration

A Business Administration Apprenticeship will give you the knowledge, experience and essential skills required to enable the smooth day-to-day running of a business or organisation. You will learn and be responsible for a variety of administrative tasks, such as record and document production, emails and answering phone calls. These duties will require you to work as both an individual or as part of a team. You will engage with different parts of your chosen organisation along with internal and external customers which will help you develop a wide range of valuable skills such as IT proficiency, communication, initiative and problem solving.

Additionally, this Apprenticeship will provide you with a wealth of experience and a range of transferable skills and behaviours which may present you with the opportunity to work almost anywhere and in a variety of sectors. With the knowledge, skills and behaviours you will learn during this Apprenticeship, it is an excellent and logical starting point for those seeking to move into management and offers good career and study progression.

This is a 15 month course + 3 months End Point Assessment (EPA) which is delivered in the work place, you will be assessed through written work, verbal discussion, observation and an end point assessment at the end of your Apprenticeship. While you are completing your Apprenticeship you will need to complete 'off the job training' this is time spent in working hours gaining new knowledge additional to your usual job role, this time is to take place within your contracted hours and will be agreed with your employer.

## Entry Requirements:

GCSE English and maths at A\*-C / 9-4 or equivalent.

If you do not hold the necessary grades, you may have the opportunity to complete a functional skills course alongside your apprenticeship. Suitability will be determined following an initial assessment and diagnostic.

## Career Development:

Once qualified you could be employed as a Business Advisor, Business Development Manager, Office Manager, Level 3 Team Leader or Supervisor Apprentice, Level 4 Data Analyst Apprenticeship, Level 6 Business Leadership and Management Degree.

## Main learning objectives



Support a business administrator's role in the workplace



Principles of business administration



Managing performance



Communication in a business environment



Project management



ICT for business



@Runshaw\_Apps



Runshaw College  
Apprenticeships



Runshaw College  
Apprenticeships



RunshawApprenticeships

For more information about our courses, visit [runshaw.ac.uk](http://runshaw.ac.uk)  
call **01772 643000** or email [apprenticeships@runshaw.ac.uk](mailto:apprenticeships@runshaw.ac.uk)

Disclaimer - Although course details are correct at the time of printing, they may be subject to change or amendment.