



BUSINESS & ADMINISTRATION

Level 3, Apprenticeship Standard

ELIGIBILITY/ENTRY REQUIREMENTS

- Aged 16+ years.
- Typically candidates will have achieved a grades 4-9 or above in English and maths or equivalent.

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 responsibilities of the role is to support and engage with different parts of the organisation and to interact with internal and external customers. Contribute to the efficiency of an organisation, through support of functional areas, working across teams and resolving issues as requested.

APPRENTICESHIP REQUIREMENTS

Supporting and engaging with different parts of the organisation and interacting with internal and external customers



TYPICAL JOB ROLES IN THIS AREA INCLUDE:

Administrative Assistant, Receptionist, Administrator, Payroll clerk, Secretary.

PROGRESSION ROUTE:



KEY FACTS:

Delivery location	Workplace
Typical duration	18 months
Study mode/frequency	Blended learning approach and monthly support within the workplace by a dedicated specialised sector assessor. Regular communication throughout the month
Apprenticeship Standard	Upon completion the apprentices will receive a level 3 Business Administration Standard and a level 3 City & Guilds Business Administration qualification
Knowledge and skills	IT, record and document production, decision making, communication, quality, planning, relevant regulation
Competency/skills or behaviours	<ul style="list-style-type: none">• Professionalism• Adaptability• Responsibility• Personal Qualities• Managing Performance
Functional Skills	Functional Skills will be required for English and Maths at level 2 if you have not already attained an equivalent qualification.
Assessment	The End Point Assessment will include: <ul style="list-style-type: none">• A Knowledge test• A Project Presentation• A Portfolio based interview

For further information contact START on **0161 886 7461** or email **start@tcg.ac.uk**
Stockport, Trafford, Apprenticeship, Recruitment Team



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