



Pathway Group

Changing lives through skills and work

Business Administrator Apprenticeship



Typical Duration
18 Months



Level
Three



Location
Workplace

What is an apprenticeship?

Apprenticeships combine practical training in a job with study.
As an apprentice you'll:

- be an employee earning a wage and getting holiday pay
- work alongside experienced staff
- gain job-specific skills
- get time for training and study related to your role (at least 20% of your normal working hours)

Who can start an apprenticeship?

To start an apprenticeship, you'll need to be:

- 16 or over
- living in England
- not in full-time education

We can answer any questions you have, so you're confident that an apprenticeship is the right pathway to your personal and career goals.

0121 707 0550



Apprenticeship Overview

The aim of the Business Administrator Apprenticeship is to ensure you gain the versatile knowledge, skills and behaviours required to confidently support and engage with different parts of the organisation. Encouraging the development of entrepreneurial fare and wider soft transferable skills.

The duration of this apprenticeship programme is typically 18 months.

"Supporting and engaging with different parts of the organisation and interact with internal or external customers."



Apprenticeship Components

Skills, Knowledge & Behaviours

Skills, knowledge, and behaviours. Supporting you to enhance your skills, expand your knowledge and develop your behaviours.

Evidence

Producing a portfolio throughout the apprenticeship containing evidence of real work projects and experiences, reports, witness testimonies, and observations.

Qualifications

Support to achieve the required qualifications and certificates, ahead of Gateway.

Gateway

After gaining the required qualifications and developing the appropriate knowledge, skills and behaviours, we'll gather the evidence so you can move on to the End Point Assessment.

End Point Assessment

Complete a final assessment with an independent expert. Don't worry, we'll support you, making sure you're fully prepared and supported every step of the way.

Qualifications

- Level 3 Diploma in Business Administration
- Functional Skills Maths & English at Level 2

What you'll cover

Key topics covered during your apprenticeship will include:

- Introduction to business organisations and structures
- Governance
- Operations
- Business Principles such as project management, managing change and finances

As well as completing the apprenticeship, you will also achieve:

- Level 3 Diploma in Business Administration
- Functional Skills Maths & English at Level 2

How you'll learn

Our apprenticeships are delivered through many different methods including:

- 1:1 teaching and assessment sessions both remotely and face to face
- Independent study around key topics
- Group webinars



Career Path & Progression

Upon successful achievement of the apprenticeship, you'll be well positioned to pursue careers further in industry, these include:

Administration Assistant

Supervisor

Office Manager



Pathway SkillsZone Centres



Pathway SkillsZone Burslem
Duncalf Street, Burslem, Stoke-on-Trent,
ST6 3LJ
01782 365 365



Pathway SkillsZone Walsall
18 Lichfield Street, Walsall, WS1 1TJ
01922 870 050



Pathway SkillsZone Green Man
225 Coldharbour Lane, Lambeth, London,
SW9 8RR
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Pathway SkillsZone Scala House
Scala House, 3rd Floor, 36 Holloway
Circus, Birmingham, B1 1EQ
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Pathway SkillsZone Manchester
Clarence Arcade, Stamford-Street-
Central, Ashton under Lyne, Greater
Manchester, OL6 7PT
0161 635 1786



Pathway SkillsZone Trinity Point
Trinity Point, Citibase, New Road,
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Pathway Group

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Education & Skills
Funding Agency



European Union
European
Social Fund

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