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Business Administrator



Subject Area	Business
Course Type	Apprenticeships
Study Level	Level 3
Delivery Mode	Part-time
Location	Workplace
Duration	1 Academic Year
Start Date	Year round enrolment
Course Code	PA000185

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Course Summary

Business administrators have a highly transferable set of knowledge, skills and behaviours that can be applied in all sectors.

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.

This course is delivered using a blended delivery model, our Assessor will deliver this apprenticeship in the workplace with optional study days available at Bradford College.

What You Will Learn

The following skills, knowledge and behaviours are what will be gained from this apprenticeship:

Knowledge:

- The organisation
- Value of their skills
- Relevant regulation & Policies
- Business fundamentals

Skills:

- Record and document production
- Interpersonal skills
- Project management
- Planning and organisation
- Professionalism
- Managing performance
- Adaptability
- Responsibility

Entry Requirements

Level 1 English and Maths will be required to undertake this apprenticeship.

Progression

On completion, apprentices can look to progress onto career pathways such as management and senior Support roles.

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