

APPRENTICESHIPS

Business Administrator L3

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.

Programme Start

Various start dates throughout the year

Duration

18 Months

Entry Requirements

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

Course Delivery Method

This course is delivered using a blended delivery model, an apprentice will spend a day per month at City Training Services undertaking classroom based learning in addition to regular workplace assessments.

Future Opportunities

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

Course Content

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

Skills

- Professionalism
- Managing performance
- Adaptability
- Responsibility

Price

£5000

EDUCATION
ENTERPRISE
EMPLOYMENT

Contact Bradford College on: 01274 728316
or email: apprenticeships@bradfordcollege.ac.uk