

Level 3 Advanced Apprenticeship in Business Administration



Study Mode: 15 months

Validated by: City & Guilds

Course overview

This apprenticeship covers more advanced elements of business administration, which allows the learners to develop the essential knowledge and skills required in a business environment.



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Course content:

Areas covered within this qualification include:

- Principles of administration
- Contribute to the improvement of business performance
- Principles of business
- Manage personal and professional development

Learners will also complete the Employer Rights and Responsibilities, either in the form of an online assessment or a diploma unit. Learners will also develop Personal Learning and Thinking Skills, which are embedded into the qualification.

Functional skills in Maths and English at level 2 will also be required.

Entry requirements

The only entry requirement is that the learners are working in a suitable business administration role.

Assessments:

Learners will be assessed through a variety of methods including:

- Witness statements
- Observations
- Professional discussions
- Question and answer sessions
- Reflective accounts

What can you progress to?

Completing the Level 3 qualification may lead to jobs such as personal assistant, office supervisor, team leader and many other administration focused roles. We offer a range of management courses which may be suitable for learners to progress to after their Level 3 Business Administration qualification.

Why choose an apprenticeship?

- Earn while you learn - take home a real wage
- Be trained in the skills employers want
- Progress quickly
- Learn at a pace that suits you and have the dedicated support of a mentor
- Enjoy paid holidays
- You won't have the debts of university.

Why choose Alder Training?

- North West's largest health and social care training provider
- Established for over 20 years
- High pass rates
- Excellent relationships with local employers - we will find the ideal apprenticeship for you!
- Central Merseyside location
- Team of expert tutors and assessors
- In-house careers guidance and support - CV writing, mock interviews, presentation skills
- Calendar of student events and activities
- Student graduation ceremony.

Find out more

Alder Training: 0151 2590264

info@aldertraining.co.uk

www.aldertraining.co.uk

