

# Business and Management

## Business Administrator Level 3 Apprenticeship

### In Brief

#### Start Date / Duration

Apprenticeship programmes can run at any time. This programme will take a minimum of 18 months to complete.

#### Entry Requirements

- Four GCSEs at grade 4/C or above, plus GCSE English at grade 4 or above **OR** have completed a Level 2 Business Administration Apprenticeship
- You will need to find an employer to employ you as an apprentice. Please see our [\*\*Apprenticeship vacancies\*\*](#).
- You will need to be at least 16 years of age

#### You will achieve

You will achieve a Level 3 Business Administrator apprenticeship standard

### Course Overview

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 role may involve working independently or as part of a team and will involve developing, implementing, maintaining and improving administrative services. Business administrators develop key skills and behaviours to support their own progression towards management responsibilities.

### Course Content

You will study units from the list below which relate to your job role. You will also study:

- Communicate in a business environment
- Manage personal and professional development
- Principles of business communication and information
- Principles of administration
- Principles of business
- Contribute to the improvement of business performance

- Negotiate in a business environment
- Prepare text from shorthand (60 wpm)
- Prepare text from recorded audio instruction (40 wpm)
- Create bespoke documents
- Monitor information systems
- Provide administration support in schools
- Manage an office facility
- Organise business travel or accommodation
- Using e mail
- Chair and lead meetings
- Promote equality, diversity and inclusion in the workplace
- Develop a presentation
- Deliver a presentation
- Administer human resources records
- Administer the recruitment and selection process
- Administer parking statutory parking and traffic appeals
- Provide administrative support in schools
- Administer legal files
- Build legal case files
- Manage legal case files
- Implement change

Click here [<https://www.instituteforapprenticeships.org/apprenticeship-standards/business-administrator/>] to view the apprenticeship standard

## How will I be assessed?

You will be assessed by your assessor using a portfolio of evidence, practical demonstrations and assignments. You will be assessed both in College and in your place of work.

## What Equipment Will I Need?

You will be required to provide paper, writing materials, A4 ring binder file, extra wide dividers and clear plastic wallets.

## Where will I study?

You will study within the workplace and attend classes at Barnsley College's Old Mill Lane Campus, Church Street, Barnsley, S70 2YW.

## What can I do next?

Upon completion you could progress onto the Level 4 Higher Apprenticeship in Business Administration [<https://www.barnsley.ac.uk/course/business-administration-level-4-higher-apprenticeship/>] or apply for job roles including:

- Administration Officer / Executive
- Administration Team Leader / Office Supervisor
- Personal Assistant
- Secretary

## How much does the course cost?

There is no cost to being an apprentice. All costs associated with your apprenticeship, including the cost of training and your salary, will be paid by your employer.

## Financial support

You may be eligible for assistance with expenses such as travel, books, equipment and childcare. For further information please contact the Student Services Team on +44 (0)1226 216 267.

## Extra information

### Contact the Apprenticeship Team

For further information please contact the team on 01226 216166 or email: [apprenticeships@barnsley.ac.uk](mailto:apprenticeships@barnsley.ac.uk) [mailto:[apprenticeships@barnsley.ac.uk](mailto:apprenticeships@barnsley.ac.uk)]

## Want to join Barnsley Sports Academy and the Sports Village?

Barnsley College has a range of sports opportunities for all students to take part in, gain professional training and compete nationally and internationally. We also have a state-of-the-art fitness village, Honeywell Sports Village [<https://www.barnsley.ac.uk/shops-services/honeywell-sports-village/>] where students can make use of our fitness suite, spinning studio and classes for competitive rates. You don't have to be studying sport to get involved in the Sports Academy [<https://www.barnsley.ac.uk/barnsley-sports-academy/>] .

## Additional Learning Support

Our Additional Learning Support team can provide you with the support you need. Please contact them on +44 (0)1226 216 769.

## English and Maths

Having good English and Maths qualifications are important for most careers and we want to give you the help you need to succeed.

If you are aged 16 – 19 and don't already have a grade C/4 or above in GCSE English and Maths they will automatically be included in your study programme. If you want to work towards higher grades in English and Maths we can help you do that too.

Need a higher level Maths qualification? We offer a [Level 3 Mathematical Studies \(Core Maths\)](#).

This can be added to your study programme.

If you need any further information, please contact our friendly [Information Team](#).

## Disclaimer

Please note we reserve the right to change details without notice. We apologise for any inconvenience this may cause.

**Last updated:** 8th June 2022

### Want to apply?

Visit <https://www.barnsley.ac.uk/apply> to get started

Call us on **01226 216 123**