

BUSINESS AND ADMINISTRATION

LEVEL 3 ADVANCED APPRENTICESHIP

Entry Requirements

Advanced Apprentices will have a good level of Maths, English and ICT, experience of working in a business administration role and/or a Level 2 qualification in Business and Administration.

Qualifications to be completed

- Level 3 NVQ Diploma in Business and Administration
- Level 2 Functional Skills English
- Level 2 Functional Skills Maths
- Level 2 Functional Skills ICT
- Employment Rights and Responsibilities
- Personal Learning and Thinking Skills

Length of programme

12-18 months

Mandatory modules

- Communicate in a Business environment
- Manage Personal and Professional Development
- Principles of Business Communication and Information
- Principles of Administration
- Principles of Business

Example optional modules

There are over 50 optional modules and which you choose will depend on your job role. The most commonly chosen options are:

- Develop a Presentation
- Deliver a Presentation
- Provide Administrative Support in Schools
- Presentation Software
- Principles of Leadership and Management

Day-to-day activities

Day-to-day activities depend on the specific job role but you are likely to undertake activities that include developing and managing administrative systems, processes and staff. For example, using a range of internal and external communication methods and the systems that support them, organising diaries, meetings and travel, managing resources and facilities, managing administrative processes and systems and supervising staff.

Assessment

Apprentices will be required to produce evidence using e-portfolio software. A Skills Coach will visit once a month to observe apprentices. Some diploma units and functional skills include tests which need to be taken at a training centre.

Potential future job roles

- Administrative assistant/administrator
- Civil service administrative assistant/officer
- Court administrative officer
- Farm secretary
- Legal secretary
- Local government committee administrator
- School administrative assistant
- Secretary
- Supervisor/team leader

**To find out more call 0300 111 8030,
email skills@entrust-ed.co.uk or visit
www.entrustskills.co.uk**