



BUSINESS ADMINISTRATOR Apprenticeship

All you need to know



Business Administrator Apprenticeship

The business administrator apprenticeship supports the development of skills, knowledge and behaviours which are transferable across all sectors.

The role of a business administrator is to work with both internal and external customers. They will provide support in key functional areas contributing to the efficiency of an organisation.

They will learn to be a strong communicator with a proactive positive approach in all areas of their work.

Apprentices will be expected to be able to show initiative, work as part of a team and independently, be a problem solver, make decisions and help develop others through coaching.

Access Training will work with you to design a training package covering all the essential skills, behaviours and knowledge to provide a quality business administrator.

What's Involved?

Apprentices will gain a good understanding of the key responsibilities and skills needed to work successfully in this role including:

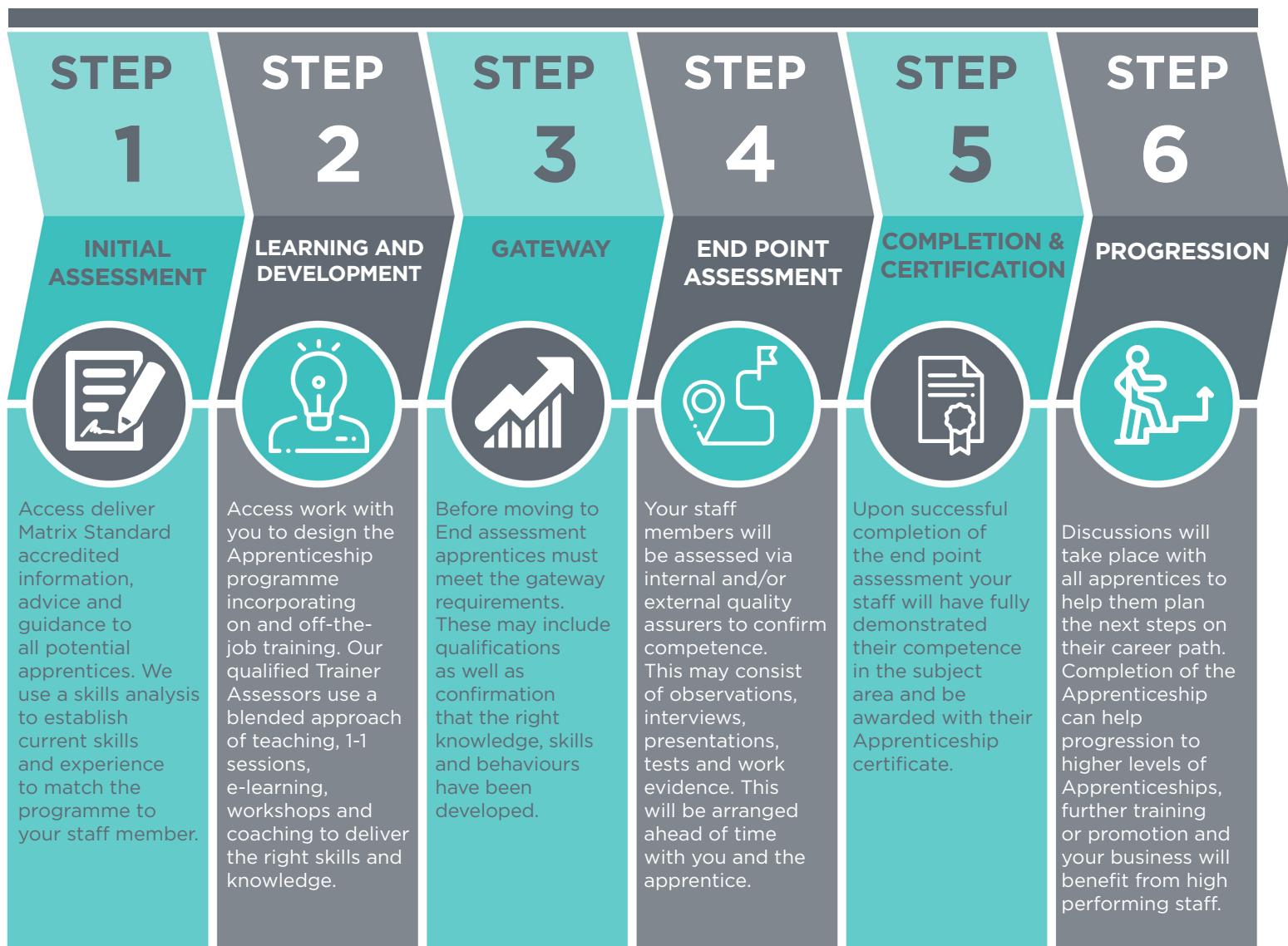
- *IT*
- *Record and document production*
- *Decisions Making*
- *Interpersonal Skills*
- *Communication*
- *Quality*
- *Planning and organisation*
- *Project Management*
- *The organisation*
- *Value of their skills*
- *Stakeholders*
- *Relevant regulation*
- *Policies*
- *Business fundamentals*
- *Processes*
- *External environment factors*
- *Professionalism*
- *Personal Qualities*
- *Managing Performance*
- *Adaptability*
- *Responsibility*
- *Maths and English Functional skills to level 2 **
- **if not already achieved*

More about Apprenticeships

An Apprenticeships is a real job with an accompanying skills development programme. It is a way to earn while they learn and gain valuable skills and knowledge in a specific job role.

They must spend at least 20% of their time on off-the-job training which will consist of a wide mix of learning in the workplace, workshops, e-learning, mentoring, self-study and the opportunity to practise new skills at work. Apprenticeships typically last between 12 – 24 months and our roll-on, roll-off model means there is no waiting for course start dates.

THE 6 STEP APPRENTICESHIP JOURNEY



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