



Business Admin apprenticeship.



for a
better
tomorrow

Business administrators support organisations, engage with customers, and develop management skills. This is a diverse role preparing apprentices for administrative and leadership roles in businesses of all sizes.

| Level 3 | Subject area: Business and Digital | Duration: Up to 15 months + 3 month assessment period | Delivery mode: Online in the workplace |
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What knowledge and skills will an apprentice learn?

Apprentices will learn through online workshops and one-to-one sessions with a Get Set UK Learning Development Mentor and specialist trainers, covering:

- Regulations, legislation, and codes of practice that impact their role and the organisation including EDI.
- The organisations purpose, aims, values and vision for the future.
- Manage internal and external stakeholders, clients or suppliers and their different relationships within the organisation.
- The organisations processes, internal policies and key business policies relating to the sector.
- Managing everyday business principles such as handling finances, change in the workplace and leading projects.
- Keep up to date with external factors like market trends, policy change regulations, and supply chain challenges – and how they impact the business.

What experience will the employer need to provide?

The apprentice will need to have the opportunity to regularly carry out the following tasks:

- Use multiple IT systems relevant to the organisation.
- Create accurate records and documents.
- Build and maintain positive relationships within the organisation.
- Demonstrate good communication skills.
- Take responsibility for managing priorities and completing tasks.
- Make effective decisions and deal with challenges.
- Complete tasks to a high standard.

What is involved in the end-point assessment (EPA)?

- Multiple choice knowledge test
- Project/presentation followed by Q&A
- Professional interview



Start your apprenticeship journey today.

Call our dedicated apprenticeship team on **01268 270 648** or email us at apprenticeships@getsetuk.co.uk



Cost/funding band

Free for learners
Employers: £5,000 - up to
100% government-funded



Job roles

- ✓ Administrative Assistant
- ✓ Project Coordinator
- ✓ Office Manager
- ✓ Receptionist
- ✓ Data Entry Clerk



SCAN ME

For more info

