



Business Administrator

LEVEL 3



LEVEL 3
ADVANCED



TYPICAL DURATION
16 MONTHS



TRAINING METHOD
BLENDED



ASSESSMENT METHOD
PORTFOLIO



FUNDING VALUE
£5,000



EPA ORGANISATION
INNOVATE

COURSE OVERVIEW

LEARN HOW TO SUPPORT AND ENGAGE WITH DIFFERENT PARTS OF THE ORGANISATION AND INTERACT WITH INTERNAL OR EXTERNAL CUSTOMERS.

ROLE PROFILE

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.

TYPICAL JOB ROLES

Secretaries/Personal Assistants, Data Administrators, HR Assistants, Team Administrator, Office Administrators.

PROGRESSION ROUTES

The administration role may be a gateway to further career opportunities, such as management or senior support roles.



QUALIFICATIONS INCLUDED

Business Administrator
Level 3 Standard

MORE PROGRAMME INFORMATION

VALUE ADDED OPTIONS RECEIVE 10 CERTIFICATES

Typically including
GDPR
Career Development Essentials
Solving Problems and Making Decisions
Maintaining Work Standards
Career Development
+ 5 others from The Skills Network

WHAT TO EXPECT FROM LMP EDUCATION

- Dedicated account management and recruitment
- Leading nationwide apprenticeship training provider
- Specialists in the education, training and business sectors
- Delivering vibrant, engaging learning for all learners
- Blended and remote teaching and learning
- Tailored learning plans for each individual
- Experienced tutors and delivery support team
- Designated safeguarding officers, policies and procedures

Contact Us

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