

# Business Operations Administrator

## LEVEL 3 APPRENTICESHIP PROGRAMME

Supporting businesses through enhanced administration skills and knowledge.

**72%**

**OF OUR LEARNERS**

say that this programme  
prepared them for success  
in their future career

### INVEST IN YOUR TEAM

- High Quality Training
- Industry Relevant Content
- Commitment to Excellence
- Expert Support and Mentoring
- Excellent Safeguarding and Wellbeing
- Focus on Personal and Professional Development

**#INSPIRINGAMBITION**



## PROGRAMME SUMMARY



Apprenticeship level  
**Level 3 Advanced**



Typical duration  
**16 months**



Training method  
**Blended Learning**



Assessment method  
**Portfolio**



Cost/funding value  
**£0 / £5,000**



EPA organisation  
**Innovate**

## About the Programme

Build essential skills for effective business administration through this Level 3 Business Operations Administrator Apprenticeship with LMP Education. Learn critical business skills and how to engage with different parts of a business.

## Who is this programme for?

This programme is for those looking to develop their career within business operations, either new or existing staff members. This training programme adapts the Business Administration Standard to the unique demands of business settings.

## Employer Benefits

- Taking on a **Business Operations Administrator** Apprentice is a valuable investment for employers looking to strengthen their team and nurture future talent. Apprentices bring enthusiasm, fresh ideas, and a willingness to learn, helping to create a skilled and motivated workforce.
- Hiring an apprentice is a cost-effective way to grow your team. This apprenticeship is government-funded (up to 100% depending on the size of your business) and can be funded using the apprenticeship levy.
- Apprentices are trained on the job, allowing you to shape their skills to fit your setting's specific needs.
- **Increased Productivity** – a trained Business Operations Administrator can help streamline processes, manage documentation, and support various departments—freeing up time for senior staff.
- Apprenticeship programmes can also be used to upskill existing members.
- By offering apprenticeships, you're investing in the **future of your workforce**. Apprentices are more likely to stay with employers who support their development, helping to improve staff retention rates and create a loyal, highly skilled team. Developing staff from within also boosts team morale and creates a **positive working environment**.

# Business Operations Administrator

## LEVEL 3 APPRENTICESHIP PROGRAMME

### Typical Job Roles

Business Administrator, Data Administrator, Business Coordinator, Team Leader, Supervisor, HR Assistant, Team Administrator, Office Administrator, Secretary or Personal Assistant.

### Progression Routes

This programme may be a gateway to further career opportunities, such as management or senior support roles. You could move into management or senior support roles, School Business Professional L4, Team Leader L3 or Operations Manager Level 5.

## Career Pathways



**Business Administrator**  
Level 3



**Team Leader**  
Level 3



**Operations Manager**  
Level 5

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# Learner Benefits



**Gain Real-World, Transferable Skills** - Develop essential business skills like communication, organisation, time management, customer service, and IT.



**Earn While You Learn:** you'll receive a salary while completing your qualification, so no need to worry about student debt.



**Achieve a Recognised Qualification** - Adds credibility to your CV and supports future academic or professional development.



**Learn How a Business Really Works** - Gain a broad understanding of how different departments operate—from HR and finance to marketing and operations.



**Build Confidence and Professional Networks** - Develop confidence in the workplace, including working with colleagues, managers, and clients.



**Ongoing support:** access to a LMP Tutor providing 1-2-1 support throughout your apprenticeship.



**Career pathway:** a Business Operations Administrator Apprenticeship, provides a pathway to career progression with opportunities for advancements within the company or industry upon completion.

## What will you learn

This Business Operations Administrator Apprenticeship programme will help develop key skills in areas such as communication, problem solving, attention to detail, technology, organisation and time management relevant to the business. You will learn about multiple IT packages and systems, how to produce accurate records and documents, and makes recommendations for improvements and present solutions to management.

In this comprehensive Level 3 programme you will develop your knowledge around topics such as understanding organisational structures, managing stakeholders, and liaising with internal and external customers.



# Off the job training

Off-the-job hours are a vital part of this apprenticeship. Training is directly relevant to the programme and can take many forms, including:

- Individual study time for reflection and growth
- Apprenticeship tutor sessions and webinars
- Group learning opportunities (like inset days)
- Shadowing experienced colleagues
- Mentoring from line managers
- 1:1 performance reviews and feedback
- Attending meetings and briefings
- Learning new policies
- Relevant YouTube/TV shows
- Professional development
- Online courses
- Enrichment activities
- Research and learning
- Collaborative planning/resource preparation

At LMP, the supportive tutors will work closely with you to create a personalised training plan that meets all requirements for this programme.



**Striving for a Distinction** - we provide distinction criteria for all apprentices and encourage everyone to strive for the best outcome.

## End point assessment

End-point assessment (EPA) is **an independent assessment that takes place at the end of the apprenticeship training**. This is to test that the apprentice is competent in their occupation. All apprentices must complete an EPA. There are a variety of assessment methods to test apprentices' competency.

## Gateway

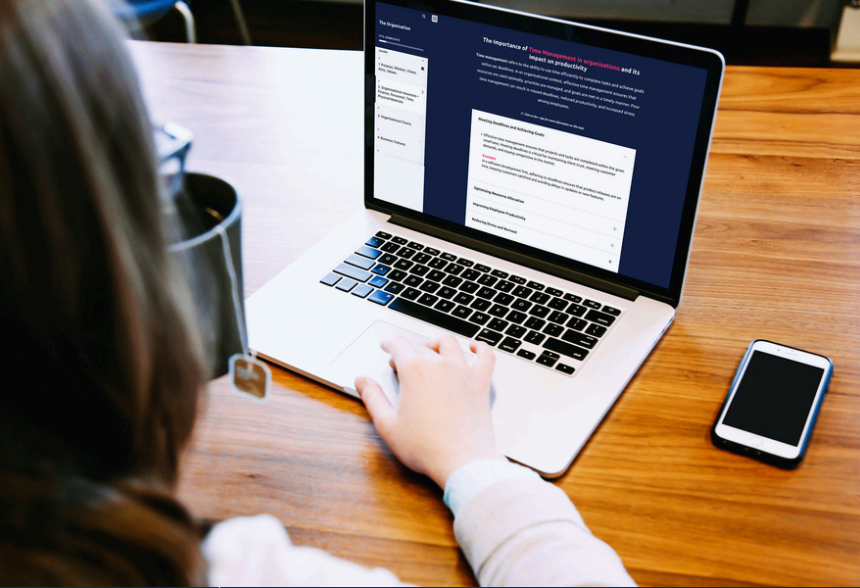
Gateway takes place before an EPA can start. LMP Education will work with the employer to **review their apprentice's knowledge, skills and behaviours**. This period of time is used to see if the apprentice has met the requirements of the apprenticeship set out in the apprenticeship standard, and they are ready to take the assessment.

## Functional Skills

LMP Education provides functional skills support to all our learners. While functional skills are no longer a requirement for learners who are 19+, LMP still offers functional skills training for those who choose to take the qualification.

[Learn more about functional skills at LMP →](#)

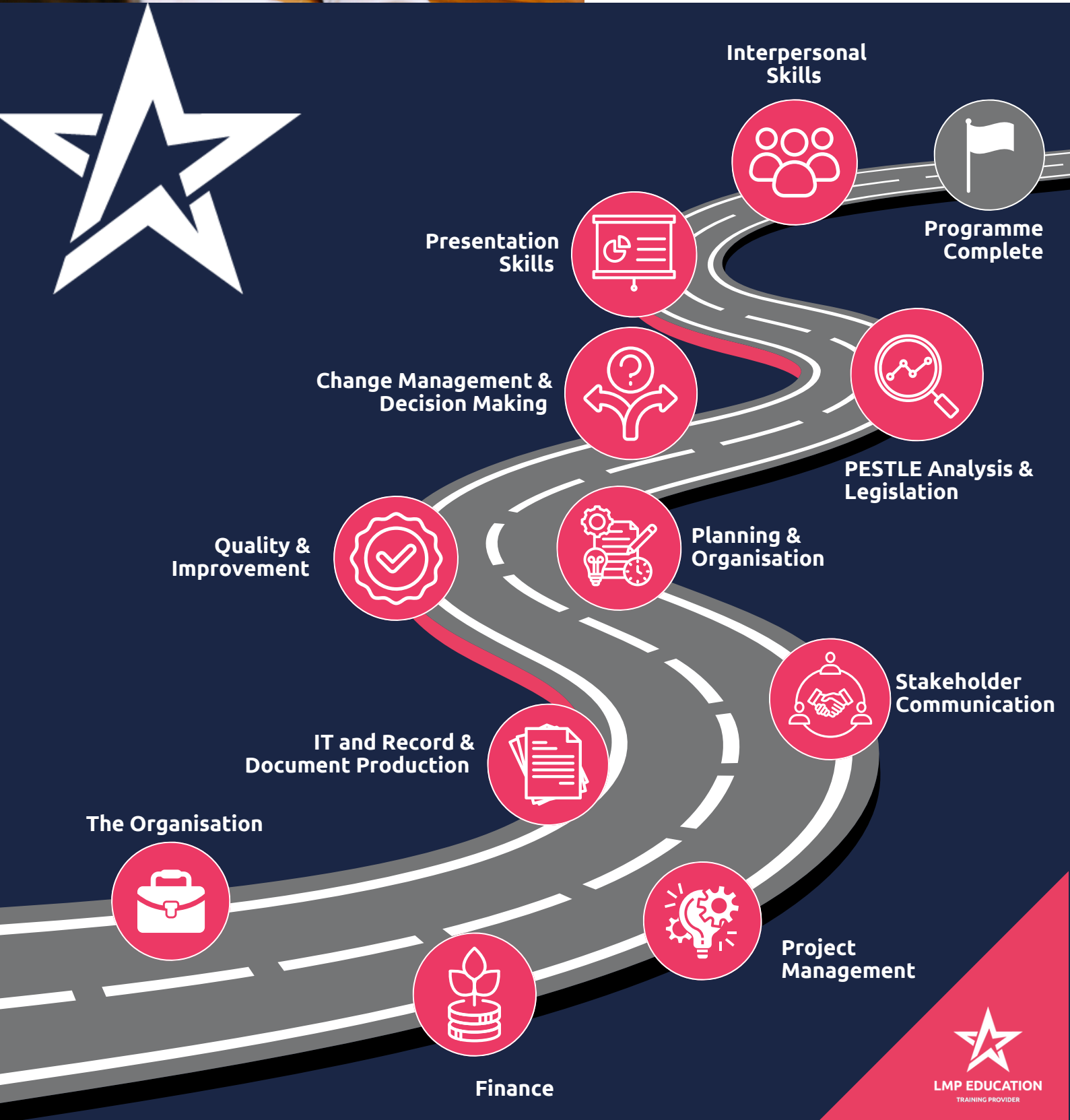


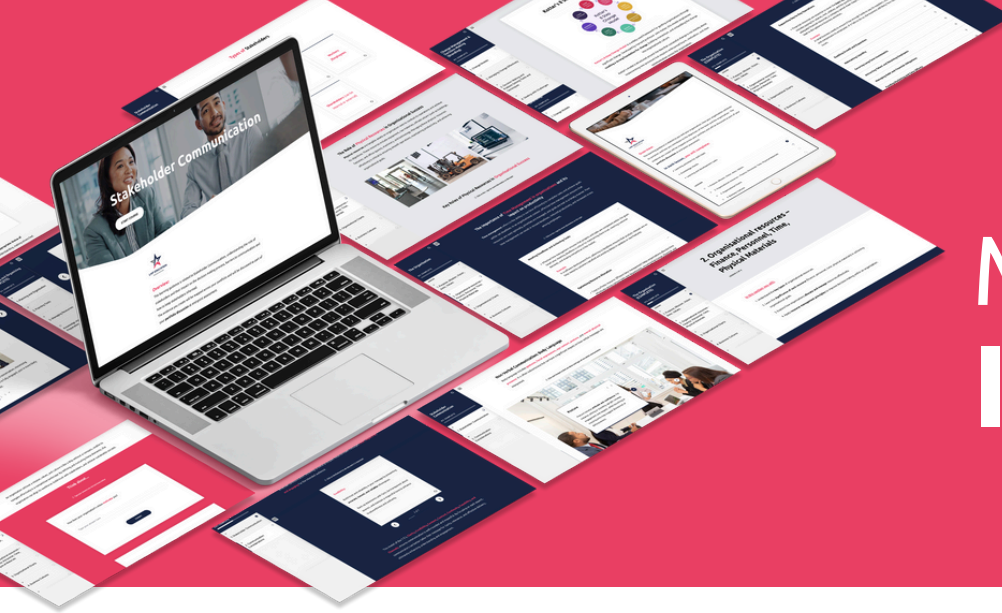


# MILESTONES OF LEARNING

## Business Operations Administrator

LEVEL 3 APPRENTICESHIP PROGRAMME





# MODULES INCLUDE

## The Organisation

**Content includes:** Organisational Charts, Business Cultures, Personal Development

## Finance

**Content includes:** Budgets, Process Diagrams, Financial Documentation

## Project Management

**Content includes:** What is Project Management, Tools & Principles, Quality Control

## IT and Record & Document Production

**Content includes:** IT Skills, Document Production, Understanding IT Packages

## Stakeholder Communication

**Content includes:** Stakeholder Communications, Communications Considerations

## Quality & Improvement

**Content includes:** What is Quality, Document Production, Coaching & Mentoring

# Why LMP Education

LMP Education is an award winning training provider. Our programmes are designed to support both learners and employers in training and upskilling talent across industries. We have a team of expert tutors to support learners at each step of the way on programme and beyond.



**LMP EDUCATION**  
TRAINING PROVIDER

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## Our Learners Say

“The main benefits of this apprenticeship programme are the skills and hands-on experience you gain from working while learning. I think that being able to apply the knowledge you learn to real-life situations within the workplace can help to develop your skills and boost your confidence to achieve long-term success.”



- Abbie Toner, Business Operations Administrator

## Work with Us

We can support you and your organisation to use the power of apprenticeships. LMP Education is a registered market leading training provider for finance apprenticeships. Our team can support you with recruiting an new apprentice or upskilling existing staff members. Benefit from our free recruitment service and book a discovery call today to find out more about this programme.



**Employers - book a discovery call  
with an apprenticeship expert**

[bit.ly/lmp-call](https://bit.ly/lmp-call)



**Candidates - enrol today online  
check website for cohort start date**

[lmp-group.co.uk/courses/business-operations-administrator-apprenticeship-level-3](https://lmp-group.co.uk/courses/business-operations-administrator-apprenticeship-level-3)

