



Level 3 Apprenticeship in Business Administrator

Course Overview: Business administrators have a highly transferable set of knowledge, skills and behaviours that can be applied in all sectors. This includes small and large businesses alike; from the public sector, private sector and charitable sector. The course duration is 12-18 months and will be delivered at your workplace.

The responsibilities of the role are to support and engage with different parts of the organisation and interact with internal or external customers. With a focus on adding value, the role of a business administrator contributes to the efficiency of an organisation, through the support of functional areas, working across teams and resolving issues as requested. The flexibility and responsiveness required to allow the apprentice to develop a wide range of skills. An apprenticeship is a great paid work opportunity for people over the age of 16 in England who are: early in their career, looking to upskill in their current job looking for a career change and not in full-time education.

Benefits of completing an apprenticeship:

- Experience and skills development
- A nationally recognised qualification (with no tuition fees)
- Employee benefits and a wage
- Exposure to industry professionals, an apprenticeship is a paid job where the employee learns and gains valuable experiences

From this apprenticeship you will gain a Level 3 Diploma for the Business Administrator, City & Guilds.

You must already have or be applying for a 35 hour per week job that demonstrates the skills required for this apprenticeship programme.

Apply today via this link: www.londonlc.org.uk/course/level-3-apprenticeship-in-business-administrator/

Or scan the QR Code with your mobile device.



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