At Skills Training UK we go further in fully understanding what it is that our employer clients want to achieve from their training. We work as their partner in delivering on that vision, developing stronger employees who work well as individuals and as part of a team.

Why Skills Training UK?

- We are a market leader in the field of employee development, helping to develop productive, well-motivated employees who make an effective contribution to performance.
- Our success is built on delivering proven results for employers including increased workplace efficiency, higher levels of customer service and reduced costs.
- Our Trainer Assessors have relevant experience and achieve the right balance of classroom and workplace learning.

Who is Business Administration Level 3 for?

Skills Training UK’s bespoke Apprenticeship in Business Administration is for learners who work in, or who want to work in, business administration, in job roles such as Personal Assistant, Office Executive or Office Supervisor.

The Apprenticeship leads to a nationally-recognised BTEC Level 3 Diploma in Business Administration and also includes Functional Skills in Maths, English and ICT to Level 2.

What are the training objectives?

The Business Administration Apprenticeship gives the opportunity to:

- Develop and demonstrate technical and wider sector-related knowledge to underpin competence. This includes processes such as business innovation, financial management and marketing, as well as the principles and practices underpinning Business Administration job roles such as methods of communication and information management.
- Develop and demonstrate a range of technical skills and behaviours that supports competence. This includes developing and managing administrative systems, processes and staff. For example organising diaries, meetings and travel, managing resources and facilities, managing administrative processes and systems and supervising staff.
- Develop personal growth and engagement in learning through the development of personal, learning and thinking skills (PLTS).
- Have existing skills recognised.
- Achieve a nationally-recognised Level 3 Diploma.

“Trainers give learners very good personal and professional support… visits are frequent and timed flexibly.” Skills Training UK 2014 OFSTED Report
How does the training work?
To achieve the BTEC Level 3 Diploma in Business Administration the individual must develop competence and knowledge across a broad range of Business Administration skills.

Our Trainer Assessor will make regular visits to the workplace to provide guided learning which progresses the apprentice through their Diploma.

All training materials are high quality and can be co-branded with any employer.

All training sessions are arranged conveniently with the apprentice to fit with their working day. Sessions can be timed around changing shift patterns or night shifts.

What is involved?
The apprentice must achieve a minimum number of credits (58) to complete their Level 3 Diploma. These comprise of five mandatory units and a minimum number of optional units which are chosen from groups B, C and D. See below.

Certain units are assignment or test-based and others are evidence-based, which involves providing evidence of competence and knowledge to undertake the tasks.

Mandatory parts of the Business Administration Level 3 Diploma
Units 1-5 (a total of 27 credits) must all be achieved:

- Communication in a business environment
- Manage personal performance and development
- Principles of business communication and information
- Principles of administration
- Principles of business

Group B options
13 optional credits must be achieved from group B.
18 credits must then be achieved from Groups B, C or D.
Examples:
- Contribute to the improvement of business performance
- Negotiate in a business environment

Group C options
Examples:
- Chair and lead meetings
- Encourage innovation
- Develop and maintain professional networks
- Manage a budget
- Recruitment, selection and induction practice

Group D options
Examples:
- Principles of leadership and management
- Principles of market research
- Understand the legal context of business
- Principles of social media within a business
- Principles of digital marketing and research

Assessment
Each of the units is made up of specific elements applicable to a Business Administration role, such as using business software, and organising and co-ordinating events and diaries.

Assessment takes place through evaluation of workplace performance, presenting evidence, witness testimony and questioning.

A portfolio of evidence is produced to demonstrate that the employee can perform to the described level. Employees will have a Trainer Assessor who will assist in the preparation of the portfolio.