

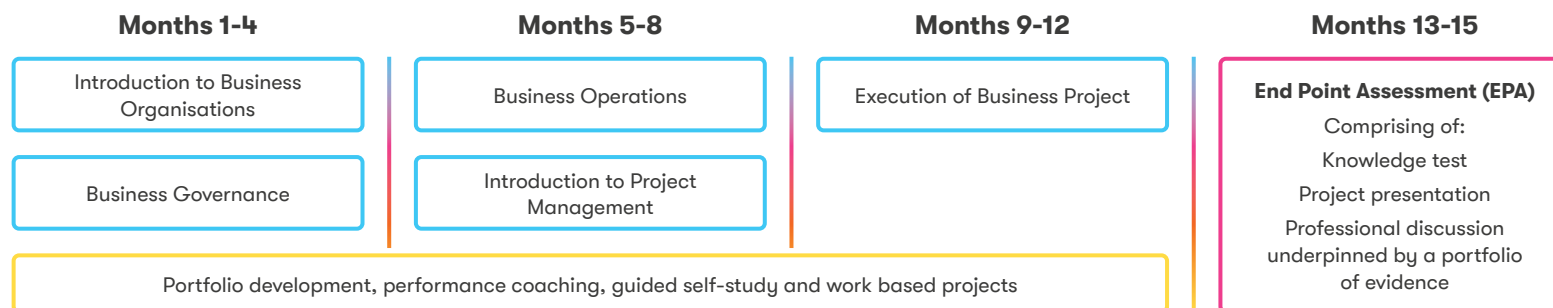
Level 3 Business Administrator.

Your role as a business administrator is crucial in any business, covering a host of responsibilities that need to be done efficiently and effectively. This programme will build your existing skills to ensure you are an adaptable business professional and an outstanding communicator with a positive mindset and innovative approach to manage priorities. You will develop a wealth of experience which will enable you to build transferable skills to support your role now and any future career aspirations.

To apply for this programme you must be employed in a relevant role, and, as a minimum requirement, have:

- Five GCSEs with grades 9 to 4 (A* to C), including English and maths, or equivalent, or
- Relevant work experience

15-month programme (inc. EPA)



Apprenticeship standard



Structure and commitment

Module delivery: Online live

Five modules delivered via online live lectures, each one comprising one introductory session and one full-day session

Coaching: Online

Performance Coaches to push you further, with six-weekly sessions to review your progress, give constructive feedback, support your studies and identify new challenges and opportunities (one hour)

Guided self-study: Online on-demand

Our Virtual Learning Platform provides you with 24/7 access to your materials, specialist insights and extra study support from wherever you are

Work based projects

Show day-one impact by completing workplace projects with new skills and knowledge that also count towards your portfolio of evidence for the End Point Assessment (EPA)

Additional benefits

- ✓ Six full-day hands-on workshops that power your learning, future proof your knowledge, and build your network
- ✓ BPP Community: join the online community for exclusive mentoring and networking opportunities, and make social connections with your fellow learners
- ✓ Our programmes are designed in collaboration with top employers and industry leaders, ensuring that your learning makes an immediate impact
- ✓ Progression pathways to take you from entry level to industry specialist

