

# BUSINESS & ADMINISTRATION LEVEL 3



## Factsheet

The qualification has been designed to cater for the wide range and diversity of jobs roles where competence in business administration is vital. It also reflects the range and depth of competence in business skills, required by individuals working in all organisation

### Entry Requirements

There are no mandatory entry requirements for this apprenticeship. However, it is likely that advanced apprentices will have some prior experience in a business or administration role to allow them to complete.

### Description

An apprenticeship is a framework of qualifications which may include:

- Level 3 diploma in business administration
- Functional skills in maths, ICT and English at level 2

### Guided learning hours

282-432 hours. Examples of this are on-the-job work experience, 1-2-1 learning and group teaching.

### Duration

12 months

### Mandatory units

- Communicate in a business environment
- Manage personal and professional development
- Principles of business communication and information
- Principles of administration
- Principles of business

### Examples of optional units

- Contribute to the improvement of business performance
- Negotiate in a business environment
- Create bespoke business documents
- Contribute to the development and implementation of an information system
- Monitor information systems
- Support environmental sustainability in a business environment
- Prepare for and support quality audits
- Manage a budget

### Methods of recording study

Your qualification will be completed via paper based portfolio with interactive learning.

### Diploma

The apprenticeship includes both knowledge and competence units. Learners must complete a minimum of 58 credits which consists of mandatory and optional unit.

### Follow on courses

Level 4 advanced apprenticeship in management.

### Further information

If you would like advice on other work-based learning programmes, methods of delivery and eligibility for funding please contact one of our team on:

[info@letsacademy.co.uk](mailto:info@letsacademy.co.uk)

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