

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 future career aspirations.

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

- 5 GCSEs (including English and maths) or equivalent, or
- Significant work experience

15-month programme (including EPA)



Structure and commitment

Online coaching

Six-weekly one-to-one online coaching sessions with a dedicated Coach

Online module delivery

Six modules are delivered via adobe classroom live lectures, with one introduction session and one full day session per module

Guided self study and workplace application

Weekly guided learning to work towards technical competencies and demonstrate the application of skills to your job role

Additional benefits

Professional Workshops

To enhance learning, provide networking opportunities and ensure your knowledge is future-proofed. There are six one-day sessions aligned to your modules which encourage application of learning in the context of various sectors to enhance your knowledge

Real World Business Project

As part of this programme, you will undertake a business project based on your current role, which will ensure you can apply your skills in a setting which will add value to your learning, your role, and your employer

Outstanding pass rates

The guidance and coaching you receive is from our expert tutors who have practical experience in the fields they teach. This is proven by the 100% pass rate on this programme