

Level 3 Management and Business Foundations.

Apprenticeship standard: Business Administrator

This Level 3 programme develops core operational, organisational, and leadership skills needed to manage people and performance effectively. Apprentices build practical capability to run day-to-day business activities while growing into confident, values-led managers. The apprenticeship standard is fully funded through the levy, with additional management and coaching training (not funded by the levy) included for greater business impact. Together, this equips leaders with the skills to inspire people, drive performance and lead change with confidence

It combines a CMI Leadership Academy qualification with a Leader as Coach qualification (Association for Coaching accredited), ensuring managers not only understand how works gets done, but how to motivate, develop, and support others to succeed. Successful apprentices achieve CMI Foundation Chartered Manager (fCMgr) status.

Who's it for?

Aspiring or newly appointed supervisors and team leaders, as well as existing managers looking to strengthen capability and gain a recognised qualification.

Typical job roles include: Team Leader, Supervisor, and First-Line Manager

Business impacts

- ✓ Improves team performance through practical leadership, coaching, and performance management
- ✓ Boosts engagement and retention through coaching-led management
- ✓ Strengthens operational efficiency with business administration skills, applied to real workplace priorities
- ✓ Creates consistent frontline leadership aligned to organisational values
- ✓ Builds capability quickly through integrated, recognised qualifications
- ✓ Delivers immediate ROI through applied learning that improves productivity and results

Built for performance

Industry-recognised qualification and professional status

Recognised professional CMI qualification included as part of the programme along with CMI Foundation Chartered Manager status.

Accredited Association for Coaching 'Leader as Coach' qualification.

- ✓ Programmes designed and delivered by industry experts
- ✓ Dedicated Performance Coach, qualified in their specialist subject area
- ✓ Backup from a multidisciplinary performance team
- ✓ Market-leading online live learning experience
- ✓ 24/7 access to programme materials, enrichment resources, study support and specialist insight via our virtual learning platform
- ✓ Mentoring, networking and peer support through BPP Community, including our Student Ambassador Network
- ✓ Learning pathways built using a 'stretch and challenge' model by design, meaning each learner is pushed to their maximum abilities
- ✓ Progression pathways that can take you from entry level to specialist expert
- ✓ Dedicated Functional Skills support if required

Programme overview.

Apprenticeship standard: Business Administrator

Cost: £5,000

- The apprenticeship standard is fully funded through the apprenticeship levy
- Additional management and coaching training isn't covered by the levy but has been included within the programme by BPP

Duration: 15 months

Entry requirements

As a minimum learners will need to have:

- Five GCSEs at grades 9 to 4 (A* to C)
- Relevant work experience

For learners that do not have GCSE English and/or maths at grades 9 to 4 (A* to C):

- Learners aged under 19 years must study and pass Functional Skills English and/or maths as part of the apprenticeship programme
- Learners aged 19 or above on the day they start the programme do not need to study or pass Functional Skills English and/or maths, unless required by their employer

Prepare for the challenges of tomorrow

Get ahead of evolving workforce skills needs

Every BPP apprentice has access to our exclusive Emerging Skills programme.

Comprised of four bespoke courses, the programme combines expertise from BPP, Microsoft and xUnlocked to give learners essential knowledge and skills in the rapidly emerging areas of AI, cyber security and sustainability.

- ✓ Available to all learners at no extra cost
- ✓ Accessible anytime, anywhere via our virtual learning platform
- ✓ Self-paced learning to fit into any busy schedule



Programme contents

Generative AI Fundamentals (Four modules)

Developed by BPP's expert data scientists, this course offers an introduction to working with generative AI effectively, safely and ethically.

Introduction to Sustainability (Six modules)

Developed in partnership with sustainability experts, xUnlocked, this course builds fundamental knowledge on sustainability and sustainable working practices.

Microsoft AI and Security Essentials (Seven modules)

This course begins with a core AI Essentials pathway, followed by a choice between AI Fundamentals or Security. Microsoft digital badges are awarded throughout, with the option to earn a recognised Microsoft Certification upon completion.

Cyber Security (Three modules)

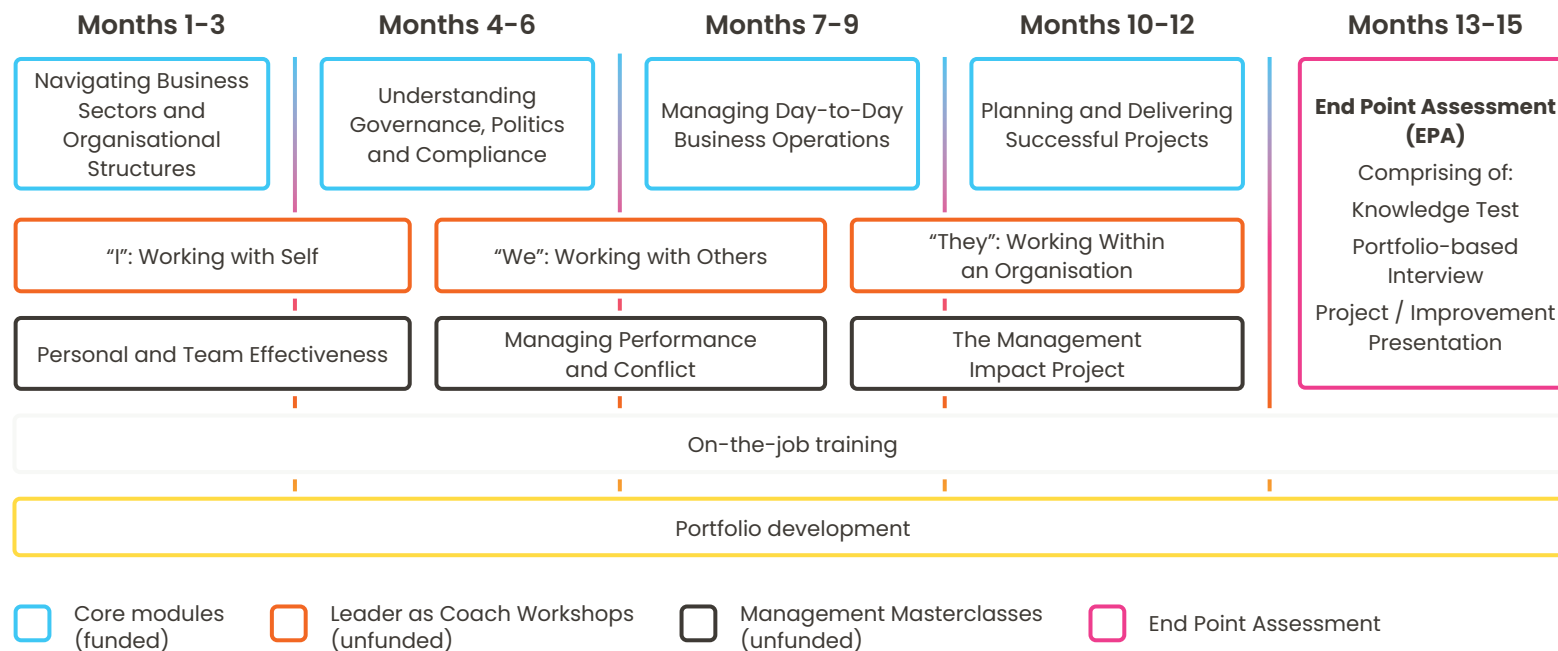
Designed by BPP's cyber experts, this course provides a clear and practical introduction to the importance of cyber security, the most common attack techniques everyone should be aware of, and the fast-changing digital threat landscape.

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Study mode

Online weekly: flexible learning that fits busy schedules, with two to three hours of online live lectures and seminars.

15-month programme (inc. EPA)



Apprenticeship standard

 **Business Administrator**

Delivered by

 **BPP**

Management and Coaching Qualifications

-  CMI Leadership Academy Management
-  CMI Foundation Chartered Manager status
-  Accredited Association for Coaching 'Leader as Coach'

Time commitment*

-  **12 months** on programme
-  **14 days** (three hours per day) in training sessions
-  **3 online** 'Leader as Coach' workshops (4 hours per workshop)
-  **3 online** Management Masterclasses (4 hours per masterclass)
-  **3-4 hours** guided self-study, per module, via our virtual learning platform
-  **1-hour** performance coaching session, every six to eight weeks
-  **3 months** in End Point Assessment
-  **Off-the-job training** (average six hours a week) Apprentices have dedicated learning time within their normal working hours to develop new skills directly linked to their apprenticeship. Training, mentoring, online learning and project work all count toward this time, and sit alongside their normal duties, not outside them.

Programme modules.

Navigating Business Sectors and Organisational Structures

Leaders develop a clear understanding of how organisations operate, including their purpose, activities and direction for the future. They explore how organisational aims, values and vision shape decision-making, and examine the impact of political and economic factors on business performance. This module helps leaders build strong commercial awareness and understand how external influences affect organisational success.

Understanding Governance, Politics and Compliance

Leaders gain insight into the principles of business governance and the importance of compliance within the workplace. They explore key legislation, organisational policies and ethical practices that guide responsible business operations. By understanding the risks and consequences of non-compliance, leaders are better equipped to support governance requirements and contribute to a compliant, well-managed organisation.

Managing Day-to-Day Business Operations

Leaders develop knowledge of core business principles, including managing change, financial awareness and day-to-day operational processes. They explore how organisations administer key financial activities such as billing, invoicing and purchase orders. This module supports leaders in understanding how effective processes and financial controls enable organisations to operate efficiently and make informed business decisions.

Planning and Delivering Successful Projects

Leaders build practical project management skills to support the successful delivery of business initiatives. They explore tools and techniques to scope, plan, monitor and report on projects, while understanding how to allocate resources effectively. The module also develops leaders' ability to manage stakeholders and navigate differing priorities, supporting well-coordinated, outcome-focused project delivery.

Coaching Workshops

"I": Working with Self

Before working with others, leaders are encouraged to consider and reflect on who they are as a leader ('I') and how self-awareness can support personal growth and development. Leaders will consider Transactional Analysis, exploring parent, adult and child ego states and how they can help us to think about our own states before engaging with others.

"We": Working with Others

This workshop considers the relationship ('We') with the other person. The workshop recognises that coaching skills and behaviours will be used in everyday engagements. Leaders will practise holding coaching models like GROW and solutions focused lightly to reflect the different types of conversations and engagements they will have with others.

"They": Working Within an Organisation

This workshop will focus on the 'They' system, enabling individuals to reflect on their experiences of applying coaching approaches within the organisation and with key stakeholders. Participants will benefit from practical coaching strategies they could use with their teams. The workshop will also consider how coaching skills and behaviours can be used to support change and/or challenge within organisations.

Management Masterclasses

Personal and Team Effectiveness

Leaders develop a strong foundation in personal and team effectiveness to support their transition into and growth within management. They explore practical approaches to self-management, including prioritisation, resilience and effective communication. Leaders examine inclusive management practices that help equip learners with the skills to develop productive and inclusive teams.

Managing Performance and Conflict

Leaders practically explore how to manage performance and address workplace conflict. They develop techniques in setting clear expectations, providing feedback and supporting individual and team performance. The masterclass aims to build the confidence and skills needed to address performance concerns constructively and maintain positive working relationships.

The Management Impact Project

Building on and complementing the core Project Management module, leaders develop the skills to plan, deliver and evaluate a workplace project or process. The masterclass supports leaders in managing tasks, data, and resources for a clear return on investment.

Management and Business Foundations (Level 3).

Designed as the next evolution of our Level 3 management offer, this programme combines proven strengths with enhanced business and leadership foundations. It goes beyond traditional team leader content to develop managers who understand how organisations operate, manage processes effectively and support consistent team performance in modern, fast-moving environments.

Key Benefits	Team Leader	Management and Business Foundations (Level 3)
CMI Foundation Chartered Manager status (fCMgr)	✓	✓
CMI Leadership Academy First-Line Management Programme		✓
'I, We, They' coaching series	✓	✓
Accredited 'Leader as Coach' qualification (Association for Coaching)		✓
Emerging Skills learning package (AI, Sustainability, Cyber Security, Microsoft Essentials)	✓	✓
Experienced Performance Coach throughout the programme	✓	✓

