

## **Business Administrator Apprenticeship**

This apprenticeship standard is suitable for business administrators working independently or as part of a team and will involve developing, implementing, maintaining and improving administrative services. Business administrators have a highly transferable set of knowledge, skills and behaviours that can be applied in all sectors. Apprentices will develop key skills to support their own progression towards management responsibilities.

Delivery model and duration:

Workplace delivery Duration: 21 months plus 3 months EPA

Ideal for:

Senior Administrators  
Administrative Department Managers  
Office Supervisors  
Senior Receptionists

The apprenticeship will cover the following core areas:

Record and document production  
Planning and organisation  
Project management  
Business fundamentals  
Relevant regulation  
Managing performance  
Personal qualities  
Responsibility

Benefits for learners:

Receive training from experts with years of industry experience  
Gain a standard qualification as a Business Administrator  
Become occupationally competent

## **Entry Requirements**

Apply now at [www.gloscol.ac.uk](http://www.gloscol.ac.uk) or call 0345 155 2020

GCSEs in English and maths grade 9 - 4 or A\* - C

## What's Next

Completers may want to progress to Management or senior support roles.

## Your Options

	Start Date	End Date	Course Level
<b>Business Administrator (Part Time)</b>			
Cheltenham	TBC	TBC	3