

Administrative Solutions

Level 3 Apprenticeship

Overview

Business administrators have a highly transferable set of knowledge, skills and behaviours that can be applied in all sectors. The role may involve working independently or as part of a team and will involve developing, implementing, maintaining, and improving administrative services. Business administrators develop key skills and behaviours to support their own progression towards management responsibilities. The responsibilities of the role are to support and engage with different parts of the organisation and interact with internal or external customers. With a focus on adding value, the role of business administrator contributes to the efficiency of an organisation, through support of functional areas, working across teams and resolving issues as requested.

Delegates will be equipped to



Use multiple IT packages and systems relevant to the organisation in order to: write letters or emails, create proposals, perform financial processes, record and analyse data



Able to update and review databases, record information and produce data analysis where required



Able to produce accurate records and documents. Make recommendations for improvements and present solutions to management.



Exercise proactivity and good judgement. Make effective decisions based on sound reasoning



Demonstrate good communication skills. Demonstrate agility and confidence in communications, carry authority appropriately.



Understand and apply social media solutions appropriately. Answer questions from inside and outside of the organisation, representing the organisation or department.



Demonstrates the necessary level of expertise required to complete tasks and apply themselves to continuously improve their work.



Able to review processes autonomously and make suggestions for improvements. Apply problem-solving skills to resolve challenging or complex complaints and be a key point of contact for addressing issues



Use relevant project management principles and tools to scope, plan, monitor and report. Plan required resources to successfully deliver projects. Undertake and lead projects as and when required



Apprenticeship Level 3

Duration 12 months + 3 month EPA

Max Funding - £5000

In person/remote delivery models are available
1:1 coaching sessions & group sessions
Triparte reviews throughout programme

Tack TMI Bespoke Apprenticeships are a solutions focused training provider governed by sector specialists. Our programmes are inspired by you and crafted by us.

Learning Journey



Additional Information

Programme Overview

This career-oriented pathway develops knowledge, skills and behaviours over a 15-month period.

- Understanding the organisation's purpose, structure, and processes. business fundamentals, relevant legislation and regulation and how external factors affect the business.
- Proficiency in IT systems, producing records and documents, planning and organising workloads and managing projects
- Strong written and verbal communication, effective decision-making, quality focus, and the ability to work with internal and external stakeholders to resolve issues and manage priorities.

Onboarding Session

- Understand the programme's structure.
- Identify your starting point and create a plan.
- Seek advice and support.
- Begin your path to apprenticeship.

Support Throughout

Embark on your journey to EPA completion with the dedicated support of a professional Trainer, committed to developing your skills and knowledge. Experience structured growth with formal reviews in week 5, month 3 and 6 alongside your Trainer and line manager, ensuring you stay on track and succeed.

Functional Skills

If you are 16 to 19 and lack a Level 2 English and Maths qualification, you must complete the Level 2 Functional Skills for your apprenticeship.

If you are 19+, then this is optional

Development Sessions

Your apprenticeship includes 9 specific training sessions and 3 EPA prep sessions, building practical knowledge, skills, and behaviours.

Reviews occur in week 5, month 3, 6 and a Gateway review in month 8 with your trainer and line manager.

Gateway & EPA

You, along with your trainer or skills coach and your line manager, will come together to confirm that you are prepared for the End-Point Assessment (EPA).

- Observation of practice in the workplace
- Professional discussion supported by a portfolio of evidence