

## Apprenticeship Standard for Business Administration

Business administrators have a highly transferable set of knowledge, skills and behaviours that can be applied in all sectors. This includes small and large businesses alike; from the public sector, private sector and charitable sector. 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. The flexibility and responsiveness required allows the apprentice to develop a wide range of skills. The business administrator is expected to deliver their responsibilities efficiently and with integrity – showing a positive attitude. The role involves demonstrating strong communication skills (both written and verbal) and adopting a proactive approach to developing skills. The business administrator is also expected to show initiative, managing priorities and own time, problem-solving skills, decision-making and the potential for people management responsibilities through mentoring or coaching others.

This apprentice handbook describes your 'learner journey' through the programme and provides everything you need to know about the programme and any associated City and Guilds qualifications. Please make sure that you keep a copy of this handy for reference throughout the course.

The Diploma in Business Administration Level 3 is not part of the Business Administrator Apprenticeship Standard end point assessment but is a stand-alone qualification that can support those on the Apprenticeship.

We shall be integrating sections of this regulated qualification as a part of the standard.

### ***Benefits/Results for Apprentices***

- Continuous development of personal effectiveness and impact as a Business Administrator
- Increased knowledge and confidence to influence behaviours
- Consideration of Employment Rights and Responsibilities
- Gain the key skills to aid career progression
- Receive support from a dedicated team of qualified assessors/training consultants.
- Targeted learning and development is delivered in alignment with the latest apprenticeship standards – ensuring all learning is relevant, with no gaps in knowledge.
- It will maximise confidence and readiness for End Point Assessment.
- Apprentices gain a range of skills
- Put new skills into practice in own role
- Develop skills using own knowledge, values and motivation

**FOR MORE INFORMATION CONTACT US AT:**

01375 480088 | [info@davidsontraining.com](mailto:info@davidsontraining.com) | [www.davidsontraining.com](http://www.davidsontraining.com)



## Apprenticeship Standard for Business Administration

### ***Impact for employers***

- Targeted learning and development in complete alignment with the latest apprenticeship standards – ensuring that all learning is relevant, with no gaps in knowledge.
- Maximises Apprentice's confidence and readiness for End Point Assessment.
- Business Administrator with relevant Skills, Knowledge and Behaviours to positively promote the organisation
- Training tailored to organisational goals and values
- Collaboration between in-house training teams and experienced Davidson Training UK Ltd staff
- Flexible delivery options

### **What opportunities for progression are there?**

The administration role may be a gateway to further career opportunities, such as management or senior support roles.

### ***Entry requirements***

There are no entry requirements for this qualification however you must be in a position to meet the assessment demands of the qualification, which are work- based and reflective in nature. As this qualification is work-based, Apprentices must be employed in an appropriate role.

Apprentices will be required to have or achieve level 2 English and Maths tests prior to completion of their Apprenticeship.

### ***Age restrictions***

This qualification is not approved for under 16s.

### ***Duration***

The apprenticeship will take a minimum of 12 months to complete

**FOR MORE INFORMATION CONTACT US AT:**

01375 480088 | [info@davidsontraining.com](mailto:info@davidsontraining.com) | [www.davidsontraining.com](http://www.davidsontraining.com)



## Apprenticeship Standard for Business Administration

### Overview of Business Administrator Apprenticeship Standard Level 3

SKILLS	
<b>IT</b>	Skilled in the use of 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. Examples include MS Office or equivalent packages. Able to choose the most appropriate IT solution to suit the business problem. Able to update and review databases, record information and produce data analysis where required.
<b>Record and document production</b>	Produces accurate records and documents including: emails, letters, files, payments, reports and proposals. Makes recommendations for improvements and present solutions to management. Drafts correspondence, writes reports and able to review others' work. Maintains records and files, handles confidential information in compliance with the Organisation's procedures. Coaches others in the processes required to complete these tasks.
<b>Decision making</b>	Exercises proactivity and good judgement. Makes effective decisions based on sound reasoning and is able to deal with challenges in a mature way. Seeks advice of more experienced team members when appropriate.
<b>Interpersonal skills</b>	Builds and maintains positive relationships within their own team and across the organisation. Demonstrates ability to influence and challenge appropriately. Becomes a role model to peers and team members, developing coaching skills as they gain area knowledge.
<b>Communications</b>	Demonstrates good communication skills, whether face-to-face, on the telephone, in writing or on digital platforms. Uses the most appropriate channels to communicate effectively. Demonstrates agility and confidence in communications, carrying authority appropriately. Understands and applies social media solutions appropriately. Answers questions from inside and outside of the organisation, representing the organisation or department.
<b>Quality</b>	Completes tasks to a high standard. Demonstrates the necessary level of expertise required to complete tasks and applies themselves to continuously improve their work. Is able to review processes autonomously and make suggestions for improvements. Shares administrative best-practice across the organisation e.g. coaches others to perform tasks correctly. Applies problem-solving skills to resolve challenging or complex complaints and is a key point of contact for addressing issues.
<b>Planning and organisation</b>	Takes responsibility for initiating and completing tasks, manages priorities and time in order to successfully meet deadlines. Positively manages the expectations of colleagues at all levels and sets a positive example for others in the workplace. Makes suggestions for improvements to working practice, showing understanding of implications beyond the immediate environment (e.g. impact on clients, suppliers, other parts of the organisation). Manages resources e.g. equipment or facilities. Organises meetings and events, takes minutes during meetings and creates action logs as appropriate. Takes responsibility for logistics e.g. travel and accommodation.
<b>Project management</b>	Uses relevant project management principles and tools to scope, plan, monitor and report. Plans required resources to successfully deliver projects. Undertakes and leads projects as and when required.

**FOR MORE INFORMATION CONTACT US AT:**

01375 480088 | [info@davidsontraining.com](mailto:info@davidsontraining.com) | [www.davidsontraining.com](http://www.davidsontraining.com)



## Apprenticeship Standard for Business Administration

KNOWLEDGE	
<b>The organisation</b>	Understands organisational purpose, activities, aims, values, vision for the future, resources and the way that the political/economic environment affects the organisation.
<b>Value of their skills</b>	Knows organisational structure and demonstrates understanding of how their work benefits the organisation. Knows how they fit within their team and recognises how their skills can help them to progress their career.
<b>Stakeholders</b>	Has a practical knowledge of managing stakeholders and their differing relationships to an organisation. This includes internal and external customers, clients and/or suppliers. Liaises with internal/external customers, suppliers or stakeholders from inside or outside the UK. Engages and fosters relationships with suppliers and partner organisations.
<b>Relevant regulation</b>	Understands laws and regulations that apply to their role including data protection, health & safety, compliance etc. Supports the company in applying the regulations.
<b>Policies</b>	Understands the organisation's internal policies and key business policies relating to sector.
<b>Business fundamentals</b>	Understands the applicability of business principles such as managing change, business finances and project management.
<b>Processes</b>	Understands the organisation's processes, e.g. making payments or processing customer data. Is able to review processes autonomously and make suggestions for improvements. Applying a solutions-based approach to improve business processes and helping define procedures. Understands how to administer billing, process invoices and purchase orders.
<b>External environment Factors</b>	Understands relevant external factors e.g. market forces, policy & regulatory changes, supply chain etc. And the wider business impact). Where necessary understands the international/global market in which the employing organisation is placed.

BEHAVIOURS	
<b>Professionalism</b>	Behaves in a professional way. This includes: personal presentation, respect, respecting and encouraging diversity to cater for wider audiences, punctuality and attitude to colleagues, customers and key stakeholders. Adheres to the organisation's code of conduct for professional use of social media. Acts as a role model, contributing to team cohesion and productivity – representing the positive aspects of team culture and respectfully challenging inappropriate prevailing cultures.
<b>Personal qualities</b>	Shows exemplary qualities that are valued including integrity, reliability, self-motivation, being pro-active and a positive attitude. Motivates others where responsibility is shared.
<b>Managing performance</b>	Takes responsibility for their own work, accepts feedback in a positive way, uses initiative and shows resilience. Also takes responsibility for their own development, knows when to ask questions to complete a task and informs their line manager when a task is complete. Performs thorough self-assessments of their work and complies with the organisation's procedures.
<b>Adaptability</b>	Is able to accept and deal with changing priorities related to both their own work and to the organisation.
<b>Responsibility</b>	Demonstrates taking responsibility for team performance and quality of projects delivered. Takes a clear interest in seeing that projects are successfully completed and customer requests handled appropriately. Takes initiative to develop own and others' skills and behaviours.

**FOR MORE INFORMATION CONTACT US AT:**

01375 480088 | [info@davidsontraining.com](mailto:info@davidsontraining.com) | [www.davidsontraining.com](http://www.davidsontraining.com)



---

## Apprenticeship Standard for Business Administration

**FOR MORE INFORMATION CONTACT US AT:**

01375 480088 | [info@davidsontraining.com](mailto:info@davidsontraining.com) | [www.davidsontraining.com](http://www.davidsontraining.com)

