

Apprenticeships

Business Administrator - Level 3

Streamline Your Operations with a Skilled Business Administrator Apprentice

Professional support. Organisational impact. Future business leaders.

Why Hire a Business Administrator Apprentice?

- Improve office efficiency and workflow
- Support customer service and internal communications
- Develop future supervisors and team leaders
- Reduce recruitment costs and build loyalty

What Apprentices Learn:

Business Administrator apprentices develop a broad skill set to support day-to-day operations and long-term business goals:

- **Office Administration & Organisation**
Managing diaries, meetings, filing systems and documentation with accuracy and confidentiality.
- **Customer Service & Communication**
Handling enquiries professionally via phone, email and in person, while maintaining brand tone and service standards.
- **IT & Business Software Skills**
Using Microsoft Office, CRM systems, spreadsheets and databases to manage information and support decision-making.
- **Project Support & Problem Solving**
Assisting with project planning, tracking progress and identifying solutions to operational challenges.
- **Business Fundamentals**
Understanding finance, procurement, HR processes and compliance within a business context.
- **Professionalism & Time Management**
Developing a strong work ethic, punctuality and the ability to prioritise tasks effectively.
- **Team Collaboration & Initiative**
Working across departments, contributing ideas and supporting continuous improvement.

Why Partner with Bishop Auckland College?

- Experienced tutors with business backgrounds
- Flexible delivery to suit your operations
- Local support and recruitment assistance
- Proven track record with regional employers

Typical Duration:

15 months plus 3 months for EPA

Delivery:

In the Workplace

End Point Assessment:

- Assessment 1 – Knowledge test – 60 mins
- Assessment 2 – Project presentation – 30 mins
- Assessment 3 – Portfolio based interview – 45 mins

Contact us:

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Follow the QR code for the
Apprenticeship Standard

