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UK Government



Business Administrator Apprenticeship (ST0070)

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 business administrator 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.

Full details of the specifications can be found on the IfATE - Institute for Apprenticeships and Technical Education - website.

Key information about the standard:

Level

Advanced

Typical duration to gateway

12 months

Maximum funding

£5,000

Route

Business and Administration

EQA provider

Ofqual



Why choose Leicestershire County Council as your provider?

Leicestershire County Council is an established main provider of apprenticeships, we offer a range of Apprenticeship Standards to employers including Education, Care, Management and Business.

- From our base in Leicestershire, we offer flexible delivery methods including face to face at the workplace, online and via our learning centres across the county.
- We work collaboratively with each employer and new apprentice to develop an individual learning plan that fits around business needs.
- Our experienced Trainer Assessors deliver taught sessions and complete regular review session with each apprentice to support the learning journey and keep employers fully involved and informed.
- Our learning materials are available at all times within our dedicated online learning platform, enabling additional self-study, revision and portfolio building throughout the programme.
- Our Trainer Assessors are back up by administrators, coordinators and managers who are also here to support employers with all aspects of the programmes we offer.



If you would like more information on the apprenticeship standards offered by Leicestershire County Council:

Call us on **FREEphone 0800 988 0308**,

Email the team at **WorkBasedLearningTeam@leics.gov.uk**

Scan the QR Code to visit us online at

www.GoLearnLeicestershire.ac.uk/Work-Based-Learning



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