

Business Administrator

Administrators play a vital part in the success of organisations. They support and engage with different parts of the organisation and interact with customers.

What are the benefits of an apprenticeship?

-  Learn new skills and gain experience, whilst developing your knowledge of business
-  Achieve a recognised qualification
-  Provide the support your team requires to meet organisational objectives
-  Build a foundation that will support progression into management
-  Improve your communication skills
-  Earn a good salary and avoid university debt

How do we help you get the most out of your apprenticeship?

Our People: With a 40 year history, we have an experienced team of coaches, technical specialists and account managers who are there to guide, challenge and support you, to not just achieve the qualification, but to have an impact on your career now and in the future.

Our Processes: After your enrolment and launch, you will be guided through carefully planned, manageable chunks of learning with one-to-one and group interaction, and additional support to prepare for your end-point assessment.

Our Systems: All of our systems are easily accessible and engaging, including OneFile to manage tasks, Profiler to help you and your employer identify further areas for improvement, Damar OpenLearning for lots of interactive learning resources and our Forums, for apprentices on the same qualification to build networks and support each other.



"The apprenticeship has helped me develop many skills including organisation and resilience. The training will continue to impact me in the future as I have gained the relevant skills to progress in this career."

[Read full case study](#)

Amy Herbert
Business Admin Apprentice,
Royds Withy King



"This apprenticeship has had a very positive impact on my life. I have acquired many new skills which come in handy in my workplace. I now have a better understanding of how the business functions and how important my role in the company is."

[Read full case study](#)

Magdalena Pogorzelska
Admin Assistant Apprentice,
PSG Law

Business Administrator

Apprentices develop the skills, knowledge and behaviours required to perform a business administration role. For the full apprenticeship standard, [click here](#).

Knowledge

- Their organisation and the part that their role plays
- Customers (internal and external) and other stakeholders
- Relevant law and regulation
- Business fundamentals
- Their organisation's policies and processes
- The impact of market forces, political and other factors

Skills

- Relevant IT packages
- How to produce accurate documents and records
- Decision making
- Influencing and communication skills
- Effective planning and organisation
- Project management

Behaviours

- Professionalism
- Integrity, reliability, motivation
- Adaptability
- Responsibility
- Proactivity

Induction and Launch
1-4 weeks

On Programme
54 weeks

Gateway
4-8 weeks

End-Point
Assessment

How is the apprenticeship delivered?

Delivery is a blend of:

- Diverse and engaging online resources to support the development of knowledge, behaviours and skills
- Group coaching and subject specialist sessions / workshops
- Review meetings with the apprentice, line manager and dedicated Damar coach

Functional skills are an important part of all apprenticeships and apprentices who don't already have maths and English at level 2 or above will undertake functional skill qualifications in these areas.

The Pearson end-point assessment includes:

- A 60 minute online knowledge test
- An interview with the examiner about their portfolio
- A presentation on a project they have completed or a process that they have improved

What is the commitment?

Apprentices need to spend a minimum of 20% of their working week on the apprenticeship.

Who is eligible?

Apprenticeships are generally available for new or existing employees of all ages, including graduates, who need to develop their skills, knowledge and behaviours.

How could I progress?

The business administrator apprenticeship is a great foundation for progression into management and more senior roles. Other apprentices go on to more specialist job roles such as marketing, accounting and IT.