

Level 3

DIPLOMA IN BUSINESS ADMINISTRATION

Who is it for?

Ideal if you work in administration or want to improve your administration or supervisory skills. You will be responsible for implementing, maintaining and improving administration services. You will engage with different parts of the business and demonstrate strong communication skills and the ability to problem solve and manage priorities.

Accredited by:

City and Guilds



Duration:

18 months



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Entry requirements

To undertake this programme you will be working in an administrative role and have the opportunity to meet the assessment demands that will enable you to benefit from the qualification. You must hold 5 GCSE's (grade A* - C / 9-4) or achieve level 2 in English and Maths during initial assessment.

Qualification

You will achieve the City and Guilds Level 3 Diploma in Business Administration.

Progression route

You could progress to a Team Leader/ supervisor qualification.

End point assessment

- Knowledge test
- Portfolio-based interview
- Project / improvement presentation.

Results for you

- Develop the essential skills needed to succeed in a business environment
- Gain a thorough understanding of the principles of administration
- Contribute to the improvement of business performance
- Develop the ability to manage personal and professional development.

Impact for your employer

- Learning and development delivered in line with the latest apprenticeship standards and tailored to meet individual business objectives and goals.
- Motivated, highly professional staff who are fully equipped to deal with all aspects of administration and improve internal systems and processes.

Why choose The Learning Foundry?

- Established for over 25 years
- High quality training rated 'Good' by Ofsted
- Liverpool City Centre Campus close to main bus and train links
- Team of industry experienced tutors
- Careers advice and guidance
- Training tailored to meet your individual needs.

Why choose an apprenticeship?

- Earn while you learn - take home a real wage
- Be trained in the skills employers want
- Progress quickly
- Learn at a pace that suits you and have the dedicated support of a mentor
- Enjoy paid holidays
- You won't have the debts of university.

"Apprentices and trainees are confident, self-assured and enjoy their learning. They develop good work-related skills, including increased confidence, team working, problem solving and time management."

"Following their courses, a high proportion of apprentices and trainees gain new responsibilities and/or promotion. The majority of trainees progress to apprenticeships, employment or further education."

Ofsted rated 'GOOD' 2019.