



Business Administration Advanced Apprenticeship Level 3

This one-year apprenticeship is designed for people who want to train on the job and gain a nationally recognised advanced qualification in business administration. It supports a variety of administration job roles in any industry e.g. executive assistants, personal assistants, business support staff and administrators.

We recommend that you start with our Level 2 Customer Service Practitioner Apprenticeship, as this will give you an excellent grounding in all aspects and help you decide on your future specialism. The Level 3 programme is more suited to those with some prior experience and looking to gain management and leadership skills.

Working and learning as an apprentice in the business world offers a variety of opportunities for career development. You could start as an office junior in a large organisation, trying out various departments to find your ideal career, or you could become a jack of all trades in a small business, working across many disciplines.

☐ Ideal if

You are already employed in or wish to work in an administrative role with a high degree of autonomy.

☐ You'll need

Two GCSEs at grade C or 4, including English and mathematics and be working in an administrative role, dealing with a range of tasks and a high level of autonomy.

Key facts

Course title:
Business Administration
Advanced Apprenticeship
Level 3

Locations:
Cornwall College Camborne,
Cornwall College St Austell

Start date:
September 2020, September
2020

Course length:
1 year

□ You'll learn

Your training, usually one day per week at college with the rest of your time spent in the workplace, will focus on these core topics:

- Communicate in a business environment
- Principles of business communication and information
- Principles of administration
- Principles of business
- Manage personal and professional development
- Understanding employer organisations

We also offer you the chance to study specialist units such as improvement of business performance, document production, co-ordinating an event or large meeting, evaluating and maintaining customer service and managing information and data.

□ Expect

To be supported, through both college attendance and work-based assessments, by highly qualified trainers and assessors with up-to-date, relevant work experience.

□ You'll love

Discovering the theory and secrets behind a successful administrative role. You will have the opportunity to meet others within similar roles; exploring and sharing ideas.

□ You'll go on to

University study such as our BA (Hons) Business Enterprise Management, a higher level apprenticeship in a relevant area or university study in a business administration related degree programme.

Choose from these course options

Course Title	Location	Start	Length
Business Administration Advanced Apprenticeship Level 3	Cornwall College Camborne	September 2020	1 year
Business Administration Advanced Apprenticeship Level 3	Cornwall College St Austell	September 2020	1 year