



Business Administration - Advanced

Course Overview

- ◆ This apprenticeship programme includes learning about how Business Administration professionals handle day to day customer queries, office paperwork and general administration tasks within the private, public and not-for-profit sectors.
- ◆ The apprentice will learn how to work independently and as part of a team, and how to develop, implement, maintain and improve administrative services within an office environment.
- ◆ They will develop their skills by managing their priorities, making decisions, and solving problems. Apprentices add value to the organisation as the role of an administrator contributes to the efficiency of an organisation through their support and engagement, by working across teams and resolving issues as requested.
- ◆ Students will be expected to deliver their responsibilities in the workplace in an efficient manner and with integrity, by showing a positive attitude which involves demonstrating strong communication skills, and adopting a proactive approach to developing their overall skills and abilities.
- ◆ Some of the core competencies the apprentice will learn include: producing accurate records and documents including emails, letters, files, payments, reports and proposals, exercising proactivity and good judgement, organising meetings and events, taking minutes during meetings, and undertaking and leading projects as and when required.

Who is it aimed at?

It's open to all ages - not just school or college leavers, employed adults are eligible too. The course is for anyone interested in the following job roles:

- ◆ Administrator
- ◆ Office Assistant
- ◆ Business Support Officer
- ◆ Receptionist

These roles can vary within an office environment of small, medium and large businesses across various sectors.

Duration

- ◆ This apprenticeship takes approximately 18 months for the apprentice to fully complete.

How is this apprenticeship delivered?

- ◆ As part of this apprenticeship programme, the apprentice will learn and work on the employer premises, completing tasks for portfolio building and practical role-related projects.

Entry requirements

- ◆ Employers set their own entry specification but the apprentice will complete Maths and English functional skills if they did not achieve GCSE grade 4 or above.

Off-the-job funding rule

- ◆ The funding rules state that 20% of the apprentice's time must be spent completing off-the-job training, this may include different activities and is measured over the course of the apprenticeship.
- ◆ Apprentices will be required to undertake the equivalent of a day's training to meet this funding rule. This could be either attending BCoT, shadowing another department/role, online learning, or manufacturer training and will be fully documented in their portfolio.

Progression opportunities

- ◆ Upon completion of the apprenticeship, with the transferable skills gained, the apprentice can progress further within the profession into a wide range of administration roles across many sectors.
- ◆ The apprentice may also progress their training further and undertake the Level 4 Business Administration apprenticeship, or work towards other relevant qualifications related to their role in the workplace such as customer service and management.

Did you know?

- ◆ An apprentice can be a new or existing employee.
- ◆ Apprenticeships are open to anyone living in England over the age of 16 and not in full-time education.
- ◆ Apprenticeship programmes can go up to degree level.
- ◆ BCoT is one of the largest providers of apprenticeships in the region. We work with large and small employers across all industry sectors.
- ◆ BCoT is in the top 30% of colleges nationally for timely achievement of apprenticeships for all ages and levels - National Achievement Rate Tables 2017/18.

Get in touch

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