



# Business

# Administrator


## Apprenticeship - Level 3


Whether you're someone who loves staying organised, enjoys problem-solving, and takes pride in keeping everything running smoothly, this apprenticeship is for you!

If you're the type of person who always has a plan, loves helping others, or gets a buzz from seeing tasks through to completion, a career in Business Administration could be your perfect match.



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 [www.pro-app.co.uk](http://www.pro-app.co.uk)

# Why Pro Apprenticeships?

We do things differently!



## About Us

Pro Apprenticeships are a multi award-winning and Ofsted Outstanding Apprenticeship Training Provider.

Established in 2016, we set up with the aim of creating life-changing opportunities for people and helping businesses grow through the development and retention of motivated, driven staff.

## Why us?

We are good at what we do, really good at what we do! We have industry-leading tutors and a network of employers that allows us to stay on top of the ever-changing technology and business landscape.

Be it latest marketing, software and business trends, we always deliver outstanding training.

## You can trust us



### We Are Learner Focused

Our support and training is always tailored to your specific needs.



### 100% First Time Pass Rate

Our industry leading tutors will help you pass with flying colours.



### 87% Distinction Rate

We'll help you to achieve the very best that you can!



### We Are Best In Class

We are one of a select few providers to be rated **Outstanding** by Ofsted.

# Business Administrator

## Level 3 Apprenticeship

### Overview

A Business Administrator is someone in a admin focused role in any industry. They support organisations by ensuring admin tasks are carried out efficiently. Using their IT, communication and digital problem solving skills.

### Key skills you'll will develop:

- Efficient Organisation Operations
- Financial Management
- Human Resources
- Compliance and Policy Management
- Customer & Supplier Communication
- System & Resource Management

### How will this be delivered?

This apprenticeship is delivered through a combination of work-based learning, online training sessions or face to face sessions. You will build a portfolio of work that you have created to evidence your skills. When ready to finish your apprenticeship, you will undertake an end point assessment – but don't worry you will have plenty of support to prepare for this.

### Want to learn more?

Speak to one of our apprenticeship experts today!

### Apprenticeship details

#### Qualification

Business Administration – Level 3

#### Length of Apprenticeship

12 Months and 3 Months EPA

#### Typical job roles

Office Administrator, Executive Assistant, Receptionist, Sales Assistant, Customer Service Administrator

#### Apprenticeship Value

£5000\*

\*Apprenticeships are government funded and are always entirely free for you as the apprentice! Depending on your age and the size of the company you work for, there may be a small contribution required by your employer.



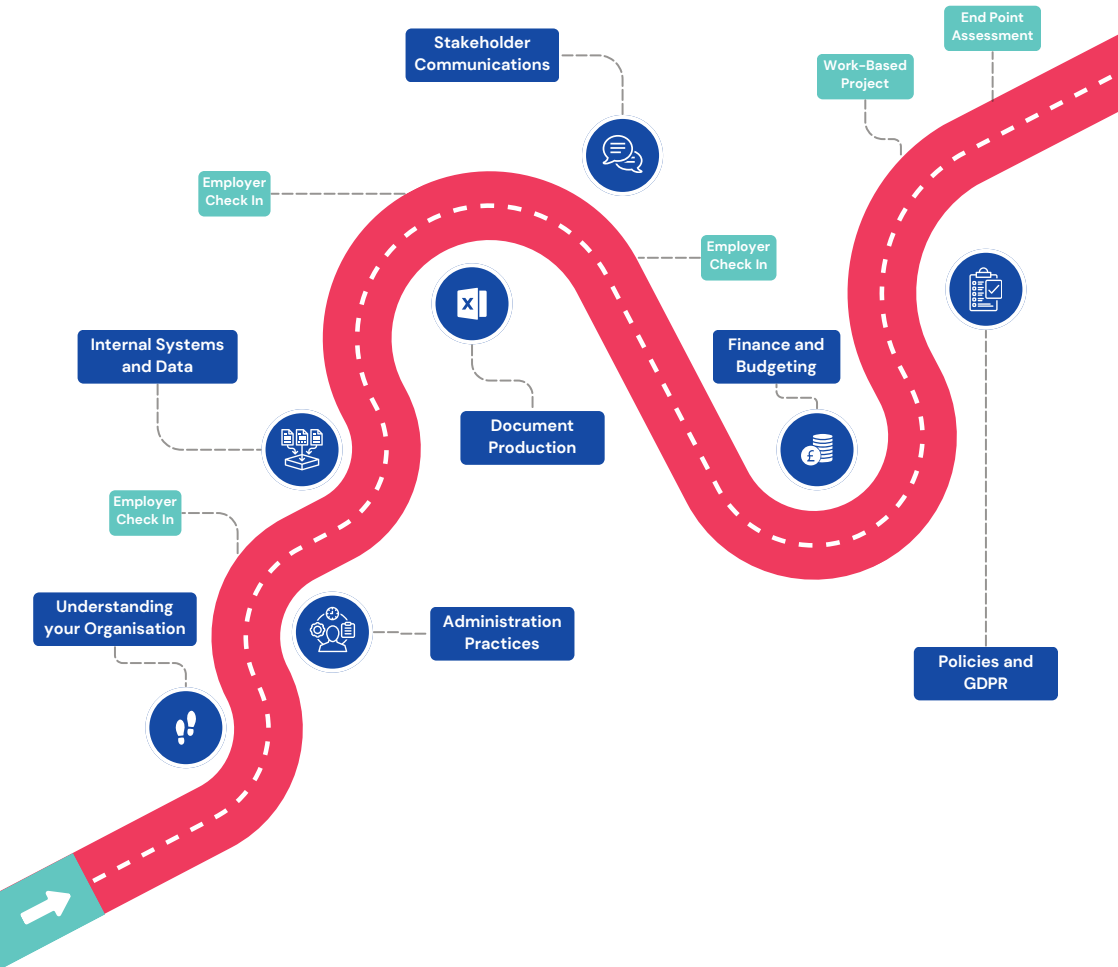
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# Your Learner Journey...

How this apprenticeship is structured.



## Ready to get started?

Whether you are looking to upskill in your current role or apply for a vacancy, we'd love to hear from you!

Send us an email at [info@pro-app.co.uk](mailto:info@pro-app.co.uk)



Read more on our website!  
[pro-app.co.uk](http://pro-app.co.uk)