



Qualification:	Apprenticeship - Level 3 Diploma in Business Administration
Duration:	13 months
Dates:	On demand
Location:	Workplace or Pembrokeshire College
Price:	No cost

COURSE AIM:

An Apprenticeship is a job with an accompanying skills development programme designed by employers in the sector. It allows the apprentice to gain technical knowledge and real practical experience, along with essential skills, required for their immediate job and future career. These are acquired through a mix of learning in the workplace, formal off the job training and the opportunity to practice and embed new skills in a real work context.

The qualification is designed to reflect the current and future needs of employers, these qualifications will benefit people with minimal experience of providing administrative assistance through to those who implement business support services and organisational change.

ENTRY REQUIREMENTS:

The Apprenticeship framework is for those under 25 years of age who are employed. To encourage diversity in the workforce there are no formal entry conditions for this framework. However, an initial assessment of each learner's suitability for entry to the Apprenticeship will be undertaken prior to enrolment.

SUITABLE FOR:

- ➔ Administration Officer/Executive
- ➔ Administration team leader / Office supervisor
- ➔ Personal assistant
- ➔ Secretary



**COURSE CONTENT:**

Learners will complete the Level 3 Diploma and also Essential Skills Wales. The Level 3 Diploma in Business Administration includes both knowledge and competence units. Learners must complete a minimum of 58 credits. Mandatory units include:

- Communication in a business environment
- Manage personal and professional development
- Principles of business communication and information
- Principles of administration
- Principles of business

Required Essential Skills Wales:

- Communication - Level 2
- Application of number - Level 2
- IT - Level 2

Learners must also complete an Employee Rights and Responsibilities (ERR) booklet

PROGRESSION:

On completion learners achieving the Level 3 can progress onto the Level 4 Higher Apprenticeship in Business & Professional Administration.

