

Business Administration Diploma Level 3

Training Provider: NCFE Cache

Overview: The Business Administrator Level 3 Apprenticeship provides the opportunity for team members to grow and develop their skills towards management capabilities. On completion of the standard, learners will be able to demonstrate a range of leadership skills, customer and product knowledge as well as industry knowledge, skills and behaviours.

Course Length: 15-18 months

Qualification: Diploma (NCFE Cache Level 3 in Business Administration)

Course Content: The Delivery Model is broken down over the following topics:

- Personal Development
- Interpersonal Skills and Communication
- Planning and Organising
- Team Building and Personal
- Organisation and Business Fundamentals
- Value of Skills
- Managing Own Performance
- Process Management
- Project Management
- Stakeholder Requirements and External Factors
- Quality Assurance
- Regulations, Policies and Procedures
- Record and Document Production

Entry Requirements:

- 16 Years +
- Four GCSEs at grade 4/C or above, plus GCSE English at grade 4 or above OR have a Level 2 Business Administration

Career Progression Opportunities:

This qualification is suitable for those interested in pursuing careers in the following areas:

- Administration Clerk
- Administration Officer
- Administration Team Leader
- Secretary
- Executive Officer
- Office Supervisor
- Personal Assistant

You can progress on to:

- Business Studies or related Higher-level Degree

