

# Business Administrator Apprenticeship

Administrators play a vital part in the success of organisations. They contribute to organisational efficiency, work across teams and resolve issues. Successful administrators have great integrity and strong communication skills. Many progress to management or other senior roles.

## Eligibility

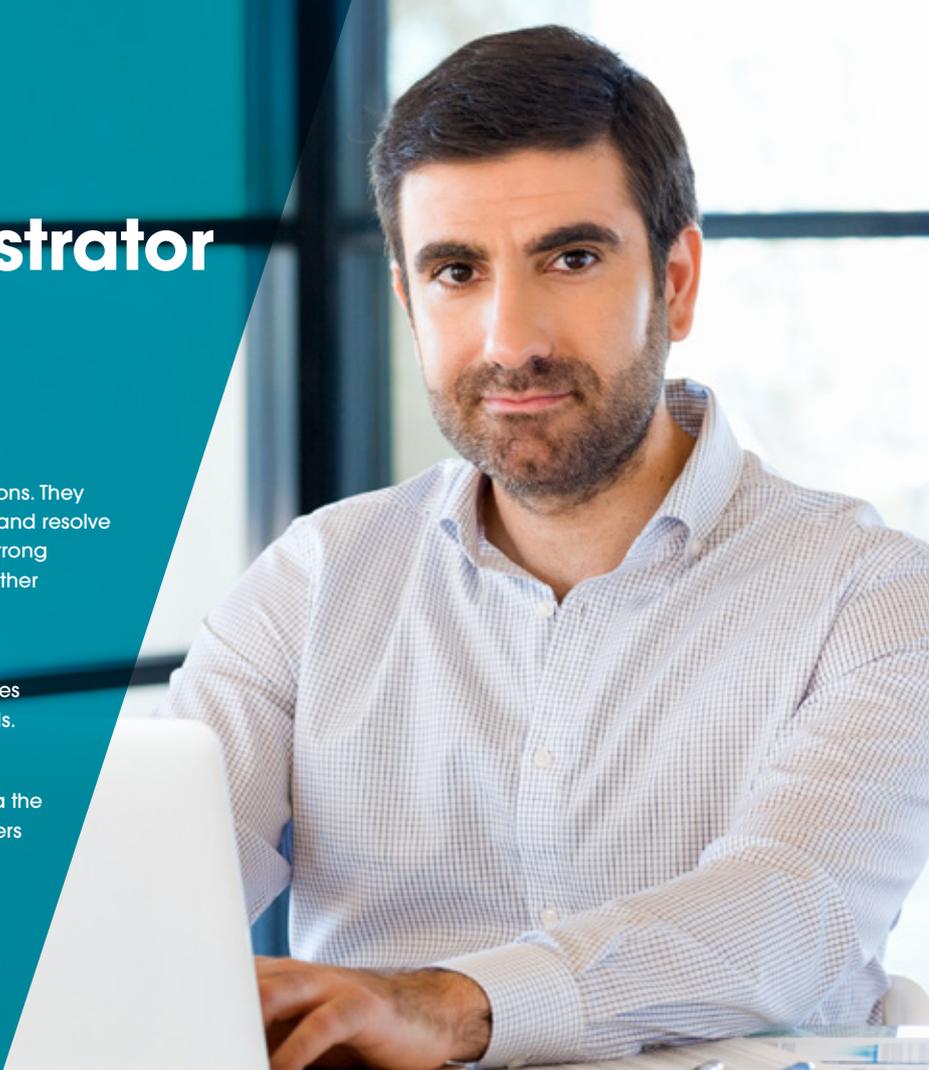
Apprenticeships are available for new or existing employees of all ages, including graduates, who need to develop skills.

## Fees

All or most of the fees are funded by the government or via the Apprenticeship Levy, with additional incentives for employers of under-19s. Contact us for specific information.

## Career Progression

The apprenticeship can be a gateway to management or more senior support roles.



## Who is this for?

Administrators who want to build their knowledge and skills and put these into practice.

## Knowledge

Apprentices develop an in-depth knowledge of their organisation and the wider business environment. This part of the course covers:

- Their organisation and the part that their role plays
- Customers (internal and external) and other stakeholders
- Relevant law and regulation
- Business fundamentals
- Their organisation's policies and processes
- The impact of market forces, political and other external factors

## Skills

Apprentices will develop the skills to apply their knowledge and support career progression, including:

- Relevant IT packages
- How to produce accurate documents and records
- Decision making
- Influencing and communication skills
- Effective planning and organisation
- Project management

## Behaviours

Apprentices will make a positive contribution to your organisation's culture, showing:

- Professionalism
- Integrity, reliability, motivation
- Adaptability
- Responsibility
- Proactivity

## Course structure and delivery

This apprenticeship takes about 15 months. Apprentices have a personal Damar trainer who helps students and their employer to plan the programme and stays in regular touch. Delivery is a blend of:

- Online content supporting the development of relevant knowledge and skills
- 1:1 or online workshops underpinning the e-learning content
- Review meetings with their Damar tutor and manager

Over the course of the apprenticeship, students build an electronic portfolio of evidence that showcases their knowledge, skills and behaviours. If Apprentices do not already have maths and English at level 2 or above, students will also study these as part of the apprenticeship.

After a minimum of 12 months, when Apprentices have completed their portfolio and are meeting the standard required, they progress to the final assessment. This is:

- A 60 minute online knowledge test
- An interview with the examiner about their portfolio
- A presentation on a project they have completed or a process that they have improved

## Commitment

Apprentices are expected to spend a minimum of 20% of their working week on the apprenticeship.

