

# BUSINESS ADMIN LEVEL 3

## Building confident administrators who add real value

This role is essential across all sectors, including public, private and charitable organisations. Business administrators support day-to-day operations by developing, implementing, maintaining and improving administrative services, while working independently or as part of a wider team. The apprenticeship also supports progression, building strong foundations for future management responsibilities. This apprenticeship improves organisational efficiency by strengthening administrative capability across teams. Learners develop the confidence and skills to manage priorities, communicate effectively, solve problems and support customers and stakeholders. By embedding proactive, organised and professional administrative support, businesses benefit from smoother operations, improved internal communication and more consistent service delivery.

We launch new apprenticeship cohorts every quarter, providing regular opportunities for enrolment and progression – contact us at [training@clearquality.co.uk](mailto:training@clearquality.co.uk) or call 01709 918501.

## What Will I Learn?

- ✓ Effective administrative support
- ✓ Communication and customer focus
- ✓ Organisation and continuous improvement

## What Skills Will I Gain?

- ✓ Strong organisational and time management skills
- ✓ Problem-solving and decision-making skills
- ✓ Professional behaviours and initiative
- ✓ Data handling and information management skills
- ✓ Adaptability and resilience skills

## Duration and Cost

COURSE DURATION: 12 MONTHS

COURSE COST: £5000

5% NON-LEVY CONTRIBUTION: £250

**\*Funding options available: Non-levy employers typically pay up to 5%.  
Levy-paying employers use their levy contributions\***

