



Business Skills Professional Apprenticeship

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Maximum Programme Duration:
16 months (including End Point Assessment period)

Programme Delivery

This pathway is ideal for office/desk-based colleagues who are beginning to take on leadership responsibilities or support team performance. Alongside the core Business Administrator apprenticeship, learners will develop an understanding of leadership, organisational awareness and how to effectively support team success.

This programme is delivered using a blended learning approach, combining face-to-face tutorials with remote workshops, online learning resources and support including:

- Tutorials and one-to-one mentoring
- E-portfolio and e-learning
- Additional learning and training arranged by the employer, this may include job shadowing/in house training programmes relevant to the course and dedicated time in the day to study, of at least 6 hours per week
- 2-hour one-to-one visits every 4 to 6 weeks with a dedicated tutor and formal quarterly progress reviews with the manager and tutor.



Levy cost: £5,000 | Non-Levy Cost: £250

The Apprenticeship Journey

The Business Administrator apprenticeship standard sets out the knowledge, skills and behaviours that is required to be an effective administrator. The programme has been structured around three key themes of learning to support learners develop their knowledge and skills in a logical manner:

Core Business and Administration

- Your Development (PDP) Using IT
- Compliance (Regulations and Policies)
- Professionalism

Supporting Business Performance

- Your organisation
- Stakeholder Management
- Organisational Awareness for First Line Managers (unit 330)
- Change management
- Coaching
- My development part 2
- Responsibility

Project Management

- Project Initiation and Planning
- Project Implementation and Monitoring
- Project Evaluation and Reporting
- Project Presentation



What will be achieved?

Received upon completion of the apprenticeship:

- Business Administrator Apprenticeship Standard Level 3 Certificate
- CMI Level 3 Award in First Line Management
- Level 2 Functional Skills in Maths and English (if no prior exemption)

Behaviours:

- Professionalism
- Personal Qualities
- Managing Performance
- Adaptability
- Responsibility
- Leading by example and supporting team performance
- Building positive working relationships with colleagues and stakeholders
- Developing confidence in leadership and decision-making

Who is the programme for and what will be involved?



Who Is This For?

This pathway is ideal for office/desk-based colleagues who are beginning to take on leadership responsibilities or support team performance. Alongside developing strong business administration skills, learners will gain an understanding of leadership and management principles that support team success. Administration skills are transferable across all sectors and often provide a foundation for progression into supervisory or team leadership roles. This pathway is particularly suited to those who coordinate colleagues, support team activities or are progressing towards a first line management role.

What to Expect

Learners will be assigned a qualified tutor to provide them with help and support delivered by a blended learning approach combining on and off-the-job training to ensure they develop the skills required for their role. Learners, with support from their tutor as needed, complete a range of online learning modules that develop their underpinning knowledge of a broad range of management tasks and concepts. The learning from these topics is holistically assessed through the completion of a range of formal assessments that contribute to their portfolio of evidence and presentations. To achieve this, learners must have at least 6 hours of protected study time each week.

Course Requirements

In addition to developing the knowledge, skills, and behaviours needed to be a successful Business Administrator, learners will, if 19 or over at the start of their apprenticeship, have the option of working towards Level 2 Functional Skills qualifications in English and maths. Functional Skills are mandatory for apprentices aged 16-18 (unless they have GCSE equivalents at grades 9-4/A*-C in these subjects). Learners will develop competence and confidence at work with a range of resources designed to allow access to online learning, videos, workshops, and more.

End Point Assessment (EPA)

After a successful delivery of the programme, the end point assessment will take place. The end-point assessment is a synoptic assessment of the skills, behaviours and knowledge that have been learnt throughout the apprenticeship.

Portfolio based interview

Project / Improvement presentation

Knowledge Test





Contact us



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