



The Business Administration Level 4

The apprenticeship journey at a glance...

Month 1-3		Month 4-8		Month 9-13		Month 14-18	
Personal Learning and Thinking Skills							
Communication in Business		Administrative Services and Functions		Management		Working with others	
Key Activities: ·Communicate in business ·Create bespoke business documents ·Communicate in a business environment		Key Activities: ·Business administrative systems ·Monitor information systems ·Manage information systems ·Resolve administrative problems ·Analyse and present business data ·Support environment sustainability in a business environment		Key Activities: ·Managing work activities to improve performance ·Principles of Customer Service Management ·Manage the work of an administrative function ·Contribute to the improvement of business performance ·Initiate and implement operational change ·Encourage learning and development		Key Activities: ·Managing self development ·Managing people and performance ·Manage personal and professional development ·Develop working relationships with stakeholders ·Promote equality of opportunity, diversity and inclusion ·Negotiate in a business environment ·Optional Stretch and Challenge Units	

To find out more, contact us on:

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