Business Administration Level 3
The apprenticeship journey at a glance...

15 Months

Core Business and Administration
Skills:
- IT
- Record and document production

Key Activities:
- The organisation
- Policies
- Business fundamentals
- Relevant regulations

Behaviours:
- Professionalism
- Managing performance

Managing Self and Personal Skills
Skills:
- Decision making
- Interpersonal skills
- Communications
- Planning and organisation

Key Activities:
- Value of skills

Behaviours:
- Personal qualities
- Managing performance 2

Using Resources and Achieving Results
Skills:
- Quality
- Project management

Key Activities:
- External environment factors
- Stakeholders
- Processes

Behaviours:
- Adaptability
- Responsibility

End Point Assessment
Portfolio based interview
Project/Improvement presentation
Knowledge test

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