



LEVEL 3



ONSIDE GROUP Ltd

Business Administration



MERCIA PARTNERSHIP

Overview

Our Level 3 Business Administration Apprenticeship is designed to equip apprentices with the fundamentals required to work in a business environment. Throughout the programme the candidates will be supported by industry experts who will give them the knowledge that they can apply to their respective job roles in the business.

Topics covered in this apprenticeship consider the legal, security and confidentiality requirements in a business. The apprentices also investigate how office procedures work and how to achieve planned objectives.

Industry Recognised Qualification

On completion of the programme, your employees will be awarded with a Pearson Level 3 Diploma in Business Administration.



Learning and Assessment

This programme will last for 15 months, with your employees attending sessions arranged with their learning coach and the business. The frequency of these sessions will depend on which modules are agreed to be undertaken and we will work with you to establish the timetable for your employees sessions.

Your employees must submit a portfolio of evidence comprising of workplace tasks, which will relate to evidence gathered throughout the programme.

Entry Requirements

- Must hold 5 GCSEs (graded A* to C or 9 to 4) or equivalent.
- Have Level 2 English and Maths or equivalent.
- Have been a resident in the UK/EEA/EU for the last 3 years.
- Be able to meet the programme modules through their job role.

Job Roles

Facilities Assistant

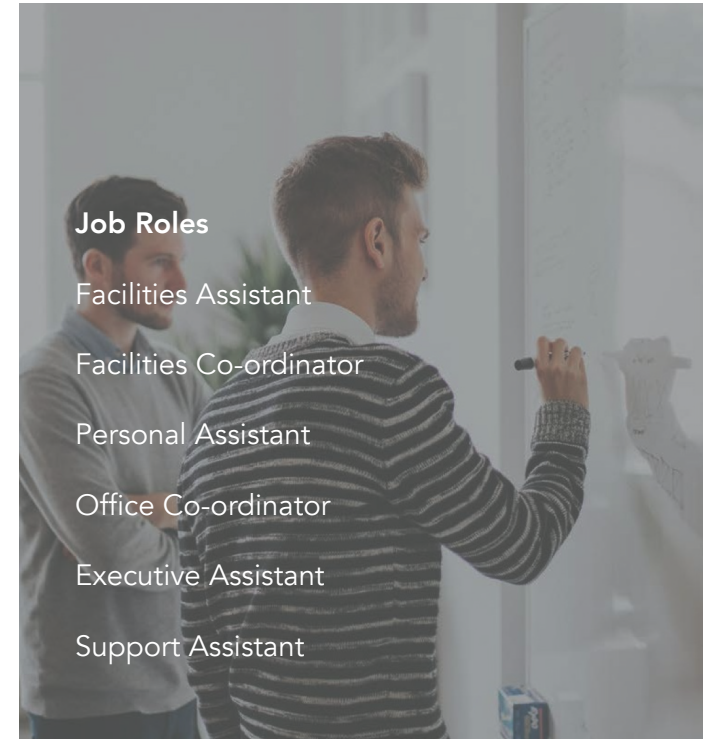
Facilities Co-ordinator

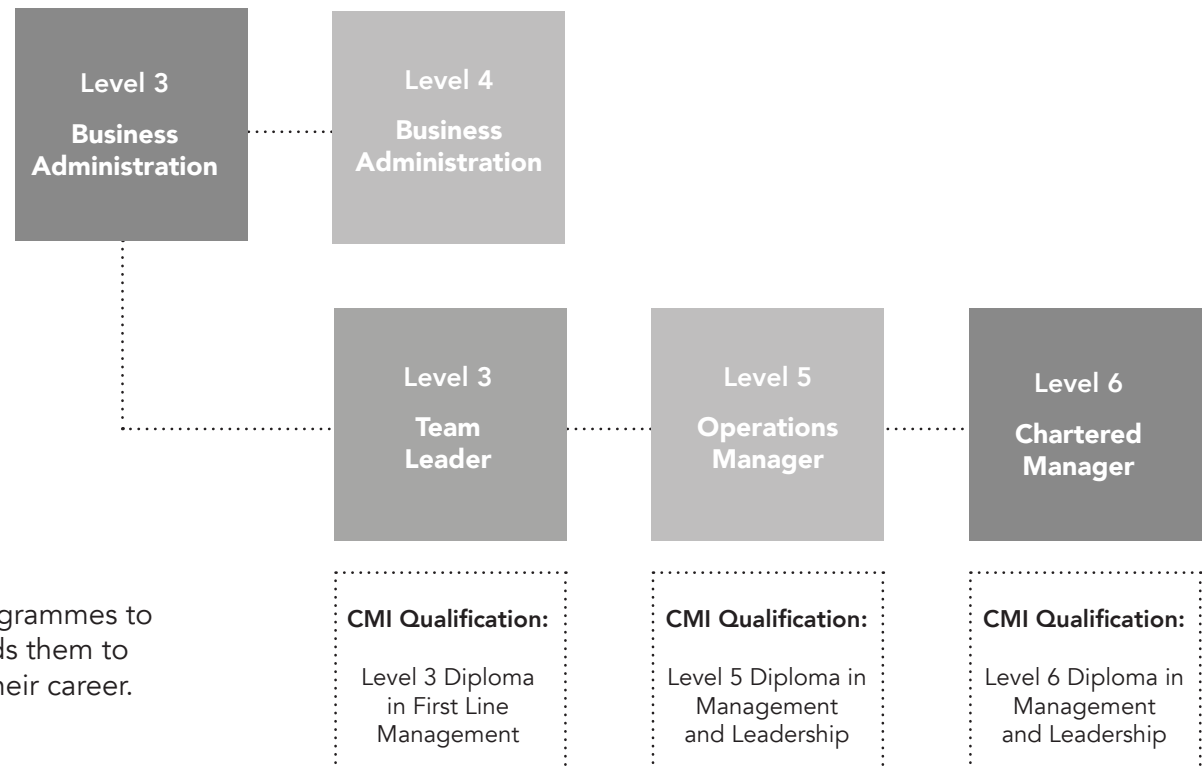
Personal Assistant

Office Co-ordinator

Executive Assistant

Support Assistant





Business Administration Pathway

Our Pathway to progression means we have designed our programmes to equip and develop your staff with the skills your business needs them to have. This programme will prepare them for the next step in their career.

Module Overview

Our Business Administration Level 3 programme is designed to equip your employees with the skills and knowledge to deliver efficient business processes, manage professional development and understand employee rights and responsibilities.

Communicate in a Business Environment

Understanding how to communicate in a business environment is a key skill for all administrators. In this unit you will look at business communication models and processes, and will learn about different methods of communication including written, verbal, and non-verbal.

Manage Personal and Professional Development

Continuous Personal and Professional development (CPD) is vital to ensure you have the skills and knowledge necessary for your career. This unit focuses on the underpinning knowledge required to identify and evaluate your own personal and professional development needs.

Principles of Business Communication and Information

The ability to communicate effectively is vital to the success of any business. In this unit you will learn how to plan, develop and deliver effective business communications verbally and in writing with internal and external members.

Principles of Administration

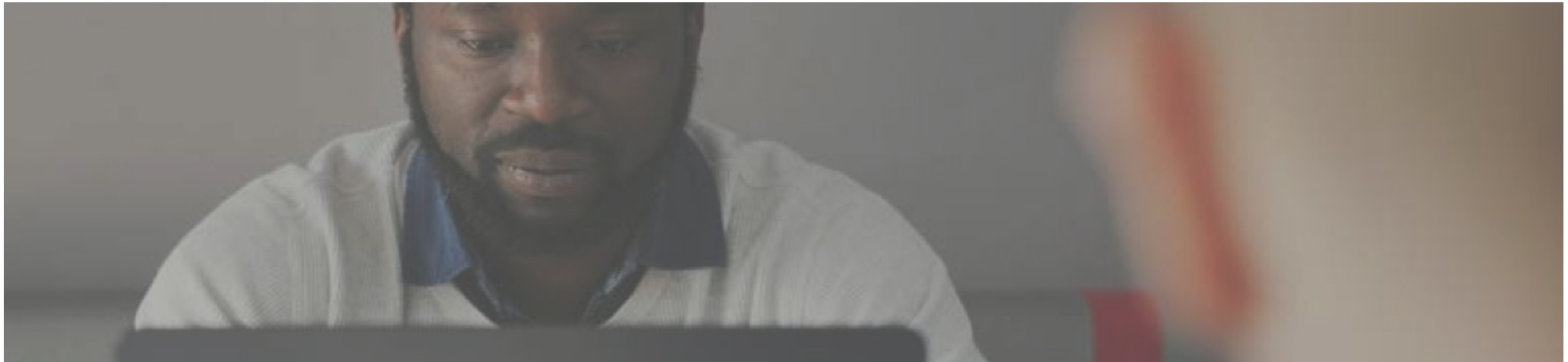
In this unit you will learn important administrative principles that underpin key areas of administrator responsibility. These include legal obligations, health and safety regulations and business meeting requirements that all businesses should adhere to.

Principles of Business

Apprentices will cover a range of concepts, that are applicable to network security including how these effect the way a business runs and the potential impacts they could have on a business. The module will also cover the different approaches to, and techniques of, network security and demonstrate their understanding of them.



There are a number of additional units which participants can choose to take as part of this programme.



20% off-the-job Training

Our programme design facilitates off-the-job learning so we can support you to evidence the 20% off-the-job training requirements stated in the apprenticeship funding rules.

*Please note - These are just some of the examples of 20% off-the-job training, to discuss further please contact us on:

01257 278 131

Activity	Examples of valid off-the-job training
Classroom sessions / Lectures	Block or day release
Workshops and masterclasses	Interactive workshops involving employers
Simulation exercises	Business models
Online learning	On-line training modules and support materials
Shadowing	In work or new departments / locations
Coaching	Support from Line Managers / colleagues
Industry visits	Within sector or outside of the work roles
Writing assessments / assignments workbooks	Short exercises or long project reports
Numeracy and literacy training required to perform the job	English and Maths related to the job role
Preparing for professional discussion	In support of portfolio work or job-related
Gathering evidence for portfolio of evidence	Recording learning and training

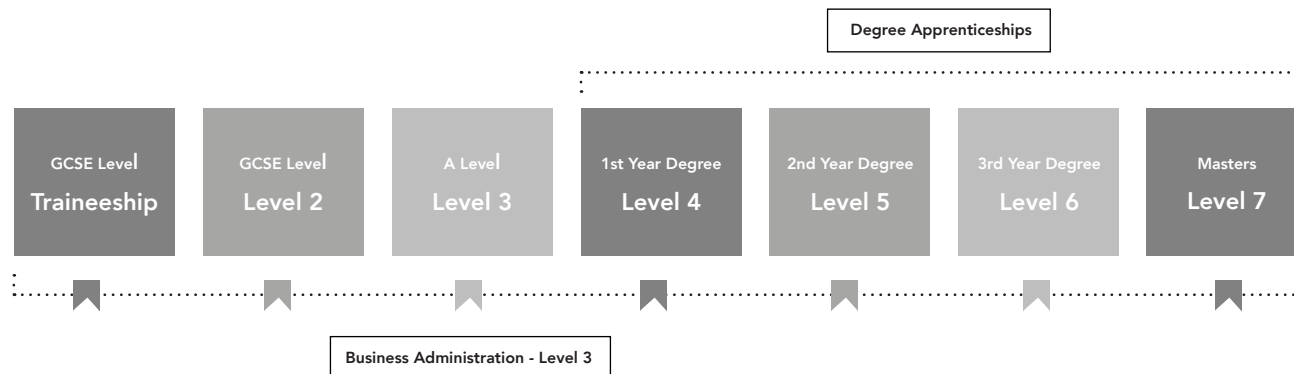


A Career path from Mercia Partnership

Our programme design facilitates off-the-job learning so we can support you to evidence the 20% off-the-job training requirements stated in the apprenticeship funding rules.

Mercia Partnership Apprenticeship programmes are designed with career pathways, from GCSE level right up to attaining a degree.

We aim to give employees fundamental skills that allow high performers to progress in multiple directions – depending on their career aspirations and development opportunities in your business.



Notes:



MERCIA PARTNERSHIP



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