



SAINTS
LEARNING

| APPRENTICESHIPS |

BUSINESS ADMINISTRATOR

Senior Business Administrators lead, support and engage with different parts of the organisation and interact with internal or external customers.

The Business Administrator Apprenticeship is aimed at employees responsible for business administration duties. This includes small and large businesses alike; from the public sector, private sector and charitable sector.

You will develop your knowledge and skills in decision making, resolving issues, quality controls, planning, project management and stakeholders.

The apprenticeship will also focus on key behaviours such as professionalism, personal qualities, managing performance, adaptability, responsibility and develop a growth mind-set.



LEVEL

3



DURATION

14 - 18 MONTHS



COST

THERE ARE TWO MAIN FUNDING METHODS BY WHICH APPRENTICESHIP COSTS CAN BE COVERED: LEVY AND NON-LEVY





HOW WILL THE TRAINING BE DELIVERED?

This apprenticeship programme will focus on 3 areas of learning and development: Knowledge, Skills & Behaviours.

We have replicated what we have learnt on the pitch and applied it to the corporate world. We will embed our corporate athlete tactics, supporting your mental focus, physical capacity, emotional connectivity and aspirational alignment, allowing you to thrive in the most challenging circumstances.

HOME OR AWAY?

Delivery is within the workplace and at the home of your organisation, however you will be invited to masterclasses at our inspiring stadium or other similar sites, away.

It is expected that you will spend 20% of your contractual working hours undertaking learning and development. Reasonable time for training while at work should be given and may include reflection, mentoring and the development of new skills while at work.

HOW WILL I KNOW THE PROGRAMME IS RIGHT FOR ME OR MY COMPANY?

An advisor will discuss job roles, career aspirations and organisations' operational needs, to ensure the right level and programme is chosen. In addition, there will be an initial starting period of analysis, called a Flying Start, where advice and guidance may suggest a different learning path to excellence.

WILL THERE BE AN EXAM?

Yes, apprentices will be formally assessed at the end of their programme by an Independent Examiner. The assessment of competence will include several assessment methods, such as a knowledge test, a portfolio-based interview and project presentation. The exams may be conducted at the workplace or at another location.

ENGLISH AND MATHEMATICS

If you don't already hold GCSE level A*- C or equivalent in either of these subjects, your programme will include teaching and examination of Level 2 Functional Skills.

You will be required to achieve a Level 2 to complete your apprenticeship.

THE NEXT STEPS

Learners can progress onto an Advanced or Higher Apprenticeship in a vocational expertise in Team Leading or Management.

Available courses:

Level 3 Team Leading, Level 5 Management, Chartered Managers Status or Higher Education.



FURTHER READING

Government guides to apprenticeship:

[www.gov.uk/topic/further-education-skills/ apprenticeships](https://www.gov.uk/topic/further-education-skills/apprenticeships)

www.instituteforapprenticeships.org/apprenticeship-standards/

