



Level 3 Business Administrator

Achieving your Level 3 Business Administrator Standard

Is this course for me?

If you carry out administrative responsibilities in your role and are employed as an administration officer/executive, administrative team leader/office supervisor, or a personal assistant - and you would like to progress to a manager position in the future - this course is ideal. This course aims to equip you with the administration and clerical skills you need to succeed at a higher level.

Will it take up much of my time?

As with anything worthwhile, this course requires you to dedicate some of your time to it. This will be a minimum of 12 months, but afterwards, you'll have the fantastic feeling of setting yourself up for a long and rewarding career.

You will be assigned your own tutor to support you throughout your course. However, you will be required to do some independent learning.

You should set aside approx. 10 hours a week to work towards your Standard. You may prefer to split this time up into a few evenings a week and some time at the weekend, but it's entirely up to you.

The course is made up of 2 parts, as follows:

Main part of the course – 12 months.

The units are based around your skills, knowledge and behaviours which you gain throughout your apprenticeship. Complete your Level 3 Business Administrator course and English and maths Functional Skills (Level 2).

Part 2 is in two sections - duration 3 months

1. Preparation for your End Point Assessment (this is called Gateway). We will upload your English and maths Functional Skills certificates (Level 2) - once achieved - on to the Gateway Portal. You will be required to upload some evidence of your work from your online portfolio.
2. End Point Assessment consisting of a knowledge

Test, a portfolio-based interview and a project presentation.

How do I achieve the Standard?

During the course, you will cover topics such as project management, communication, understanding administrative legislation, business processes, administrative activities, and decision making to improve the business' administrative performance - as well as managing your own professional development.

Will I need to attend classes?

Great news - there are no classes to attend at a college, but you will be required to attend master classes using the virtual classroom access we provide.

You will have regular contact with your Parenta tutor either remotely or face to face to observe you at work and check you're fulfilling the course requirements. Your tutor will set you course work to complete on OneFile our e-learning platform and will agree submission timings with you. It is important that you meet your submission deadlines to ensure you complete your Standard on time.

How will I be assessed?

You'll be assessed through a mixture of 'at home' and 'at work' tasks which you must provide evidence for on your online portfolio. Before this happens, your tutor will talk to you to find out what learning style suits you best and tailor your assessments around it.

At home:

- Writing from personal experience
- Assignments asking you to describe/explain something
- Reflections on how you dealt with past events

At work:

- Observations of your work practice by your tutor
- Professional discussions with your tutor (these can also be done at home over the phone)
- Virtual online sessions to attend.

How will the course impact my future?

On completion of your Level 3 Business Administrator course, you will be equipped with a range of business skills which will put you in a stronger position to look at roles in administration or management positions in a range of different sectors, not just childcare.

Who can I speak to about Parenta courses?

Call our training team on 0800 002 9242 to find out more or email us on hello@parenta.com

Throughout this course, you will acquire the knowledge, skills and behaviours needed - under the following themes and topics:

| Theme 1: The Organisation | Theme 2: Business Fundamentals | Theme 3: Business Structure |
|--|--|---|
| <ul style="list-style-type: none">• The Organisation• Organisation Structure• Working With Others• Managing Change• Administrative Systems• Data Analysis• Team Work and Communication | <ul style="list-style-type: none">• Management of Self• Finance• Coaching and Mentoring• Communications – Customers and stakeholders• Laws & regulations | <ul style="list-style-type: none">• Budgeting and Financial Management• Organisational Budget Control• Managing a Budget• Management of Self• Project Management• IT Systems |

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