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| Level 3 Business Admin Apprenticeship | | |
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| Fact Sheet | | |

# What is our Level 3 Business Admin Apprenticeship?

The Royal Devon University Healthcare Foundation Trust is running a Level 3 Business Administration Apprenticeship which will be run over 18 months. We will be delivering tutorials, two days a week every three weeks. We will be teaching you knowledge, in which you will start to implement in your workplace. You will be building a showcase portfolio to demonstrate your skills, knowledge and behavior that you have learnt from the course, as well as working towards off the job hours (approx. 20%) to gain extra knowledge and skills, and working on a project/implementation of a new idea.

# Who is the Level 3 Business Admin Apprenticeship for?

Our level 3 Business Admin Apprenticeship is for any professional who wishes to progress within an admin role. You will learn new skills, knowledge and behaviors that are catered for an admin role. This will help you develop within an admin career and open up the door for further development opportunities. You will have the opportunity to meet new people that are also undertaking this qualification, network and share good practice and support each other with any challenges.

# What will be covered in the Level 3 Business Admin Apprenticeship?

There will be a number of topics covered in the Level 3 Business Admin Apprenticeship. These are the standards we will be covering: **Customer Service,** **Information Technology, Record and document production, Interpersonal skills, Communications, Quality, Planning and organisation, the organisation, Value of your skills, Stakeholders, Relevant regulations, Policies, External environment factors, Professionalism, Personal qualities, managing performance, Adaptability, Responsibility, Decision making, Project management, Processes.**

# How will you be assessed for the Level 3 Business Admin Apprenticeship?

There are three assessment methods that you will need to partake in for the Level 3 Business Admin Apprenticeship. You will need to complete a knowledge test, have a professional interview regarding your portfolio, and you will be delivering a presentation on the project you have created/implementation of a new idea, where there will also be questions and answers. You will be supported by our team, to look at the work that you do and how that relates to the apprenticeship standards. We are also embedding a customer service award into this apprenticeship as an option so you will be duel qualified!

*You will only be put forward for the End Point Assessment (EPA) when you are ready to do so.*

# What will be required in order to join the Level 3 Business Admin apprenticeship?

You will need to have at least a C (or above) grade in Math’s and English. If you don’t have your Math’s or English, you can do the level 2 function skills in Math’s and English.

As this is an apprenticeship, you will need support from your workplace and time given to allow for you to work towards your 20% off the job. You will also need to be given the opportunity to work on a project or implement a new idea.

There will be tasks set for you to do outside the tutorials which will require commitment and dedication.

# Why should I apply for the Level 3 Business Admin Apprenticeship?

This apprenticeship is perfect for anyone who wants to gain new skills, gain more knowledge and confidence with in an admin role. It’s a great step to take into developing your career, where you will be guided and supported all the way. It is a great opportunity to find new ways of working, being a role model to others, demonstrating and implementing good behavior and feeling empowered! This is a recognized qualification which will set up a lot of opportunities for your future.