



Apprenticeships

**We'll take
you further**

**Business
Administrator
Apprenticeship (Level 3)**

What will I do in this job role?

Whilst the day-to-day tasks will be determined by the specific team that you are assigned to, examples of general duties of an Business Administrator apprentice could include the following:

- Answering the phone and taking messages, from council staff and the public.
- Arranging and booking meetings, meeting rooms, pool and hire cars.
- Monitoring and placing orders for office materials and travel.
- Document production - typing and recording reports, minutes of meetings, letters and forms.
- Managing information and data.
- Maintain the security and confidentiality of records and documents.
- Filing.
- Photocopying and scanning of documents.
- Receiving and sending daily post.
- Enveloping and franking.
- Shredding.
- Producing e-procurement orders via the E5 system.
- Providing support with the organisation of training courses.
- Liaising with venues regarding bookings and availability.
- Maintaining electronic information systems.

What are the entry requirements for this apprenticeship?

The entry requirements for this apprenticeship are:

- 5 x GCSE's at Grade A*-C / 4 or above (or equivalent) including Maths and English.

In addition we are looking for candidates who have:

- A 'can do' attitude.
- A keen interest in Administration.
- A willingness to learn.
- The ability to work in a team environment.
- The ability to communicate effectively with a range of people.

What will I achieve?

- Business Administrator Apprenticeship at Level 3.

How will I be assessed?

You will be assessed in a variety of ways which may include:

- On the job observations.
- Evidence of your duties / tasks performed.
- Reports from Mentors and Managers.
- Production of an electronic portfolio.

How do I find further information about this apprenticeship?

You can find further information about this apprenticeship at:

**[instituteforapprenticeships.org/
apprenticeship-standards/
business-administrator/](https://www.instituteforapprenticeships.org/apprenticeship-standards/business-administrator/)**

If you have any questions or queries please speak to the Apprenticeship Team on:

01228 221400

or email: **apprentice@cumbria.gov.uk**