

# Business Administration Level 3



## Course Aim

- Record and document production
- Stakeholder management
- Communication strategies and time management
- Decision making techniques including critical thinking and problem solving
- Quality improvement techniques and best practice
- Personal and professional development including coaching and mentoring
- Project Management.

## Target Audience

This qualification is aimed at individuals that work within an administrative role in the private, public or charitable sectors. Business Administrators have highly transferrable knowledge, skills and behaviours that may involve working independently or as part of a larger team.

## Course Objectives

By the end of this programme, the individual will have the opportunity to develop, implement, maintain and improve administrative services in their organisation and for those that want to develop the key skills and behaviours to progress towards a more senior role or a supervisory position.

## Important Information

- Programme Length 12-18 months
- Functional Skills is optional for apprentices aged 19+. Apprentices aged 16–19 without GCSEs (grade C/4+) in Maths and English must achieve Functional Skills Level 2 before end-point assessment
- Option to achieve additional CMI qualification at Level 3 in project management.

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Costs are determined by the government, details available upon request.



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