



**SAINTS
LEARNING**

| APPRENTICESHIPS |

BUSINESS ADMINISTRATION (FRAMEWORK)

Business support and engagement with different parts of the organisation and interaction with internal or external customers.

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

You will develop knowledge and skills in the principles of business administration, business document production, reports, supporting meetings and building relations internally and externally.

The apprenticeship will also focus on key behaviours such as being agile, professional and inclusive, and being open to feedback, empowering you to be self-aware and develop a growth mind-set.



LEVEL

2



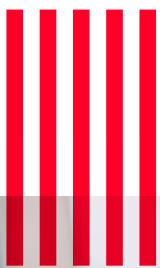
DURATION

12 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 is based on a framework and includes Level 2 Diploma in Business Administration and Employment Rights and Responsibilities. However, the 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 inspiration 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.

WILL THERE BE AN EXAM?

No, just a portfolio of evidence.

ENGLISH AND MATHEMATICS

If you don't already hold GCSE level A*- E or equivalent in either of these subjects, your programme will include teaching and examination of level 1 Functional Skills. You will be required to achieve a Level 1 to complete your apprenticeship, and work towards a Level 2.

THE NEXT STEPS

Learners can progress onto an Advanced or Higher Apprenticeship in vocation expertise or in Team Leading.

Available courses:
Level 3 Business Admin, Level 3 Team Leading.



FURTHER READING

Government guides to apprenticeship:

www.gov.uk/topic/further-education-skills/apprenticeships

www.instituteforapprenticeships.org/apprenticeship-standards/

