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National  
Apprenticeship  
Service



## Business Administrator Level 3 Apprenticeship

98% Overall  
Success Rate

7,500 Register with GP Strategies  
for an Apprenticeship Programme

96% Employer  
Satisfaction Rate

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### There are a Range of Incentives to Help Recruit and Train Your S taff

- Free apprenticeship recruitment service
- £1000 incentive for recruiting a 16-18 year old apprentice
- Full funding available for employers with less than 50 employees who recruit a 16-18 year old apprentice
- Free English, Maths and ICT training
- 90% government contribution for small and medium size employers
- Support for those individuals with additional learning needs

### You receive a range of guaranteed and complementary services

- Designated access to a subject matter expert skills coach
- Access to a large range of online resources
- Free NUS apprenticeship extra card for all apprentices

### Why choose GP Strategies Apprenticeships?

- Best achievement rates of the top 50 largest providers
- Rated Outstanding by Ofsted for Leadership and Management, Quality of Provision and Capacity to improve.
- Continually high employer and learner satisfaction rates
- ESFA Approved Training Organisation
- Accredited by Customer Service Excellence
- Investors in People Silver Organisation

These are just a few reasons how your organisation can benefit from a Business Administration Apprenticeship through GP Strategies.

## Role of a Business Administrator

A Business Administrator’s role is to support and engage with different parts of the organisation and interact with internal or external customers.

With a focus on adding value, the role contributes to the efficiency of an organisation, through support of functional areas, working across teams and resolving issues as requested.

The flexibility and responsiveness required allows the apprentice to develop a wide range of skills.

## Apprentice Journey

In monthly stages

1	Planning and Organisation
2	IT and Document Production
3	The Organisation and Working with Stakeholders
4	Business Fundamentals, External Environmental Factors, Relevant Regulation and Policies
5	Managing Performance, Quality and Decision Making
6	Project Management
7	Personal Qualities
8	Interpersonal Skills
9	Communication
10	EPA (End Point Assessment) Preparation
11	EPA Mock Test
12	Revision and GAP Analysis
13	Gateway Meeting, Final Review and EPA Referral

## Off the Job Training

We offer blended solutions to meet your needs, below is an example of how off the job training can be tailored to the learner and the organisation.

### Budget Management

Workshop

### Cultures of Openness and Trust in the Workplace

Online

### Minute and Note Taking

Workshop

### Professional Boundaries

Online

### Data Protection

Online

## On the Job Training

Whilst apprentices are carrying out their day to day role, they will be observed by a dedicated Skills Coach, who will offer support and guidance to enhance their knowledge.

### IT

Skilled in the use of multiple IT packages and systems relevant to the organisation in order to: write letters or emails, create proposals, perform financial processes, record and analyse data.

### Record and Document Production

Produce accurate records and documents including: emails, letters, files, payments, reports and proposals. Make recommendations for improvements and present solutions to management. Draft correspondence, write reports and be able to review others’ work.

### Decision Making

Exercises proactivity and good judgement. Make effective decisions based on sound reasoning and be able to deal with challenges in a mature way. Seek advice of more experienced team members when appropriate.

### Interpersonal Skills

Build and maintains positive relationships within their own team and across the organisation. Demonstrate ability to influence and challenge appropriately. Become a role model to peers and team members, developing coaching skills as they gain area knowledge.

### Communication

Demonstrate good communication skills, whether face to face, on the telephone, in writing or on digital platforms. Use the most appropriate channels to communicate effectively. Demonstrate agility and confidence in communications, carrying authority appropriately. Understand and apply social media solutions appropriately.

### Quality

Complete tasks to a high standard. Demonstrate the necessary level of expertise required to complete tasks and apply yourself to continuously improve their work. Review processes autonomously and make suggestions for improvements.

### Planning and Organisation

Take responsibility for initiating and completing tasks, manage priorities and time in order to successfully meet deadlines. Positively manage the expectations of colleagues at all levels and sets a positive example for others in the workplace. Make suggestions for improvements to working practice, showing understanding of implications beyond the immediate environment (e.g. impact on clients, suppliers, other parts of the organisation).

### Project Management

Use relevant project management principles and tools to scope, plan, monitor and report. Plan required resources to successfully deliver projects. Undertake and leads projects as and when required.

*These are just some of the topics that apprentices will be working towards. Your Skills Coach will support putting in place an individual programme for your business.*

# Supplied by our Partner Organisations

## e-Portfolio

e-Track is our flexible learner management tool for employers, apprentices and training providers to track progress, share learning resources and review ongoing achievement remotely and in real time.

You will have access to group and individual progress updates and direct support from our Skills Coaches throughout the apprentice journey.

## Online Accredited and Non Accredited Courses

GP Strategies Apprenticeships provide a fast and flexible online option for apprentices and employers to access training courses that can be studied at a time to suit. Courses typically range from 2-4 hours and include topics such as compliance, Health & Safety and self-development. You choose when, how and where you learn.

Please visit our website for a full course list.

# What Happens Next?

## 1 Initial Meeting

- Initial meeting to establish the organisation's requirements
- Explore current delivery models and resources
- Establish and agree programmes

## 2 Set Up

- Service level agreement
- Mobilisation and implementation planning
- Account management

## 3 Programme Design

- Programme design
- Programme content
- Complementary services
- Agree timetable and locations for enrolment
- Project delivery team

## 4 Programme Delivery

- Programme launch
- Initial assessment and enrolment
- Dedicated skills coach allocated
- Register for online resources
- Set up e-Portfolio

## 5 Support & Feedback

- Line manager briefings
- Learner progression review
- Management information
- Account management meetings
- Customer service review meetings

## 6 Review & Evaluation

- Line manager briefings
- Learner progression review
- Management information
- Account management meetings
- Customer service review meetings

Start learning with GP Strategies Apprenticeships and contact us today

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GP Strategies – committed to equality and valuing diversity



INVESTORS  
IN PEOPLE | Silver

