

# L3

> Apprenticeship



DIGITAL  
Skills Solutions

## BUSINESS ADMIN

*Supporting and engaging with different parts of the organisation and interact with internal or external customers.*

> **Duration**

Typically 12-18 months

> **Route**

Business and administration

## THE ROLE

Business administrators have a highly transferable set of knowledge, skills and behaviours that can be applied in all sectors. This includes small and large businesses alike; from the public sector, private sector and charitable sector. The role may involve working independently or as part of a team and will involve developing, implementing, maintaining and improving administrative services.

### FOR MORE INFORMATION, CONTACT US

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# 92%

# of our apprentices gain full-time employment



## Roles/occupations may include:

- > Business Administrator
- > Business Assistant
- > Business Manager



## Key responsibilities are likely to include:

- > Support and engage with different parts of the organisation and interact with internal or external customers.
- > Contributes to the efficiency of an organisation, through support of functional areas, working across teams and resolving issues as requested.
- > Communicating effectively.
- > Producing accurate records and documents including: emails, letters, files, payments, reports and proposals.



## Progression

- > The administration role may be a gateway to further career opportunities, such as management or senior support roles.



## Entry requirements

- > Where a business administrator has not already achieved Level 2 English and Maths, they must do so before taking the end-point assessment.



## Application process

To find out more or speak to us about vacancies, please [CONTACT US](#)