

Business Administration Apprenticeship

Level 3

Duration

12 months plus 3 months
for End Point Assessment

Level

Level 3

Delivery Model

Hybrid - Online and face to face tuition

Entry Requirements

Are you in an existing role or moving into a
new role where you will have administrative
responsibilities?

Are you over 16 and not already in
Full Time Education?

Have you lived in England or
the EEA for the last 5 years?

Gain a **government accredited
qualification** and supercharge your
skills in:

- Business fundamentals
- Stakeholder communication
- Organisational management
and vision
- Policy and compliance
- Digital



For more information, please scan the QR code on the left or email:
apprenticeships@communitymatters.co.uk and we will be delighted to answer
any questions you may have.