



BUSINESS

## SOMETHING MISSING? NO PROBLEM



QA have a catalogue of over **1,500 training courses** which you can bolt-on to your programme.



Training from 'communicating effectively' to 'business skills' to **tailor your programme** for your apprentice's role in your business.



Bolt-on courses come at an additional cost, and can't be funded using your levy/apprenticeship funding. They are available at a **significant discount off of RRP for apprentices.**



**Have a large volume of over 30 people you want to sign up?**

QA's apprenticeship solution experts can help you tailor your own programme.

# BUSINESS

## LEVEL 3



**DURATION:** 13-15 months



**JOB ROLES THIS PROGRAMME IS GREAT FOR:**

- Business Administrator
- Office Administrator
- Admin Team Member
- Administration Coordinator
- Records Analyst
- Secretary
- Business Assistant



**WHO IT'S A GOOD FIT FOR:**

- Entry-level hires into business admin roles
- Existing administration staff wanting to develop their skills and improve performance



**QUALIFICATIONS:**

- City & Guilds Level 3 Diploma in Business Administration



**PROGRESSION OPPORTUNITIES IT COULD LEAD ON TO:**

- Business Administration Level 4

## TO START DEVELOPING THE CAPABLE ADMINISTRATION TEAM YOUR BUSINESS NEEDS, GET IN TOUCH TODAY

0345 074 7825 | [qa.com/apprenticeships](http://qa.com/apprenticeships) | [employanapprentice@qa.com](mailto:employanapprentice@qa.com)

**QA** Apprenticeships

Our Business Admin Level 3 apprenticeship develops a solid foundation of transferable skills in business administration, to build capable and competent administration teams.

The learner journey below shows the learning outcomes of the programme, and how it is typically arranged.

**20% EVIDENCING 20% OFF-THE-JOB LEARNING**

We are the apprenticeship experts and can help advise you on how best to do this. Our programme facilitates off-the-job learning, as it has been developed with online learning and on-the-job learning, as well as classroom training.

