



## Business Administration Apprenticeship Level 3

### Rapido Training

**Accreditation:** City & Guilds

**Level:** 3

**Usual Duration:** 9 months **Progression:** Level 4 or Foundation Degree

**Meant for:** The Advanced Apprenticeship in Business and Administration is aimed at those who want to learn, develop and practice the skills required for employment and/or career progression in the business and administration sector.

**Summary/ Description:** The Advanced Apprentice will have substantial amount of administrative experience. Their administrative duties may include: supervising an office facility, managing and evaluating customer relations, monitoring information systems, running projects, planning organising and supporting meetings, making presentations, using various software, planning and implementing innovation and change, providing leadership, preparing text from a variety of sources. To achieve the full award, candidates must complete six units, including two mandatory units and four optional units.

**Start Details** This qualification can be started at any time during the year. You must be employed within a business administration industry.

**Entry Requirements:** Learners are initially assessed on entry, so that levels of literacy, numeracy, communication skills and sector understanding can be determined. This initial assessment will consider previous qualifications and practical experience.

**Delivery:** The qualification is assessed by observation in the workplace and testimony of the learner's practice, supported by questioning of knowledge to provide evidence of competence.

**Cost:** There is no charge for learners under 19 yrs. Cost for over 19 years is negotiated depending on the employers other contributions, such as time for study during working hours or provision of access to the internet with a minimum charge of £100 for registration.

To apply or for further details  
please contact us at:

**Rapido Training**  
16 The Glenmore Centre  
Marconi Drive  
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Gloucester GL2 2AP

Tel/Fax: **01452-886625**

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