



**BLUE LION**  
TRAINING ACADEMY



Scan QR Code  
For more details.

## WHO IS THIS APPRENTICESHIP SUITABLE FOR?

Whether starting or changing career paths, this apprenticeship will provide learners with the foundation knowledge & skills required to work in an office/business environment. The role may involve working independently or as part of a team and will involve developing, implementing, maintaining and improving administrative services engaging with multiple departments across the organisation.

### Learn about:-

- Internal & external stakeholders
- Communication at all levels including verbal & written
- Managing Change, Project Management & Business Finances
- Laws and regulations that apply to their role & industry
- The organisation's internal policies and key business policies related to the business sector



Level 3  
Business  
Administrator

## ENTRY REQUIREMENTS

- ✓ Need to be employed in a administrative role
- ✓ UK Resident for the last 3 years
- ✓ English & Maths qualifications desirable

## JOB TITLES INCLUDE

Office Administrator, Receptionist, Customer Service Advisor, Secretary, Personal Assistant



**CI & MANAGEMENT PATHWAY: LEVEL 3 - BUSINESS ADMINISTRATOR APPRENTICESHIP**

## APPRENTICESHIP COMPONENTS

### DELIVERY MODEL

Let's get organised together!

Our flexible delivery model will support each learner to develop and enhance their current knowledge and skills to ensure they gain an in depth understanding of their Organisation's processes & objectives.

At Blue Lion, you can expect to receive:-

- Tailored tutor led delivery
- Personalised 1-2-1 tutor support sessions
- Assessments to demonstrate knowledge
- Set tasks to apply skills & behaviours
- Tri-partite progress reviews with Manager & tutor

Start the path to success with us!"

### WHY BLUE LION TRAINING ACADEMY?

- ✓ Grade 1 Outstanding "OFSTED" training provider
- ✓ Full key account management with monthly or quarterly reviews
- ✓ Learner centric reporting suite for employers
- ✓ Sector specific tutors with industry experience
- ✓ Bespoke delivery made fit for purpose.
- ✓ 100% first time pass rate
- ✓ Local and national delivery

### FUNCTIONAL SKILLS

All learners will be required to complete Level 2 Functional Skills English & Maths, unless they can provide certificates for previous qualifications achieved e.g. GCSE's, A-Levels, Key Skills. Whether they're just starting out their career journey or are a mature learner who have misplaced their certificates, there's no need to worry!

Our dedicated tutors are committed to guiding each learner every step of the way, ensuring they successfully achieve their Functional Skills.

Learners can embrace the opportunity to enhance their skills and secure a brighter future in their chosen field, supported by our Blue Lion team.

### OFF THE JOB TRAINING (OTJ)

Learners are required to complete 6 hours of "OTJ" training per week. All activities are designed to support learners develop the knowledge, skills and behaviours to become occupationally competent.

Learners can access tasks and activities through our e-learning platform bud, which simplifies OTJ logging for effortless tracking!

### END POINT ASSESSMENT

Assessment method 1: Knowledge Test  
Assessment method 2: Portfolio Based Interview  
Assessment method 3: Project/Improvement Presentation