

Bragd

The Art of Apprenticeships

T: 01173 258 676

www.bragd.co.uk

BUSINESS ADMINISTRATION

This programme is designed for those who may work independently or as part of a team to develop, implement and maintain administrative services that help improve the efficiency of an organisation,

As part of your programme, we will:

- Create you a tailored and individual learning plan
- Provide one-to-one mentoring from a dedicated member of the Bragd team
- Offer a blended learning approach which can include virtual or face-to-face workshops, guided learning and 24/7 access to our e-portfolio system
- Use trainers and assessors who are from the real world. They've been there, done that and got the t-shirt.



LEVEL 3

Directed learning, 1-2-1 virtual sessions and on-the-job tasks and activities develop real world skills - all supported by our management mentors.



12 MONTHS

This qualification usually takes around 12 months to complete including certification by City & Guilds.



13 MODULES

Thirteen knowledge and performance modules specifically selected to meet each individual candidates needs and wants ensuring a fit-for- purpose programme for everyone.

Call Bragd now on 01173 258 676 or visit www.bragd.com for more information.

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This apprenticeship is ideal for those responsible for completing the wide variety of tasks that underpin the effective day to day operations of any organisation.

You will also achieve the City & Guilds Level 3 Diploma in Business Administration.



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BUSINESS ADMINISTRATION

MORE INFORMATION

This programme will help candidates develop the skills and confidence to handle a range of administrative tasks such as:

- Communicating effectively
- Information management
- Managing professional development
- Improving business performance
- Project and change management.

YOU WILL COMPLETE

1. Thirteen bite-sized modules teaching theory and practical applications through a combination of online learning and virtual or practical classroom workshops.
2. A work-focused project to give you the chance to apply what you have learnt straight into your real work context - with full support from our team of course
3. A portfolio showcasing how you've implemented and demonstrated the skills you've learnt in real work projects
4. Activities specially designed to achieve the three essential skills needed to acquire funding in Wales.

These essential skills are communication, application of numbers and digital literacy.



THE CORE MODULES INCLUDED IN THIS PROGRAMME ARE:

- Leading and motivating a team
- Performance management
- Emotional intelligence
- Communicating effectively
- Meeting management
- Implementing operational plans
- Solving problems and making decisions.

Our success rates talk for themselves but talk is cheap. It's the doing that counts and we can do.

Contact the Bragd team by emailing hello@bragd.co.uk or by calling 01173 258 676 to find out more.

www.bragd.co.uk.

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