

Bragd

The Art of Apprenticeships

T: 01173 258 676

www.bragd.co.uk

BUSINESS ADMINISTRATOR

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.

During your programme you will learn how to:

- Become skilled in the use of multiple IT packages and systems relevant to the organisation in order to effectively craft concise emails or letters, create proposals, carry out financial processes and analyse data
- Understand and apply key business principles such as change management, business finance and project management
- Engage and foster relationships with stakeholders, suppliers, customers and partner organisations
- Apply a solutions-based approach to improving business processes using Kaizen and PDCA principles as part of a work based project



LEVEL 3

Combines online learning, virtual or classroom training and on-the-job experience to develop real world skills using innovative technology.



12 MONTHS

Followed by an end-point assessment in the last two to three months of the programme.



16 MODULES

Sixteen easy to follow modules teaching theory and practical applications, tailored towards the individual needs of the candidate.

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

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This apprenticeship is ideal for those responsible for the variety of tasks that underpin the effective day to day operations in an organisation.

You will also have the option to gain either of the following qualifications:

- Level 3 Diploma in Business Administration
- Level 3 Certificate in Principles of Business and Administration.

WHAT DOES 10:20:70 MEAN?

To give you the best possible apprenticeship experience, we use a 10:20:70 structure to plan your 'off-the-job' time as follows:

10% is made up of virtual or face-to-face workshops that provide an interactive 'kick start' to each topic

20% is made up of online study using our virtual learning platform as well as individual coaching and mentoring sessions and self directed learning

70% is made up of a range of 'knowledge-into-practice' work-based activities and projects, where we work with you to apply your new knowledge and skills in the real world.

This all prepares you for a smooth transition into your end point assessment. **What's not to like?**



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AS PART OF YOUR PROGRAMME, WE WILL ALSO:

Help you develop strong communication skills as well as the proactive approach needed to manage priorities, finance, projects or data. In essence our programme will enable you to oversee the general activities needed to ensure the smooth day to day running of the business.

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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