

# Apprenticeship Standard - L3 Business Administration

## What is this Apprenticeship about?

This Apprenticeship will help to upskill existing staff working within the sector or we can help you recruit new apprentices wishing to pursue this career.

Apprentices will gain a wide range of administration management skills that will enhance your business.

We will design tailored training, precisely matched to your needs, resulting in a well-trained up to date workforce. Delivery will be a mix of on and off the job training at your workplace, away from the mainstream business to ensure the most effective outcome, providing a cost effective method of training & upskilling for your staff. An industry specialist Assessor will support you & your Apprentice throughout the process.

## How is this Apprenticeship delivered?

On and off the job in the workplace, with the opportunity to use the comprehensive and up to date facilities here at Stoke on Trent College to enhance your learning.

## What else do I need to know?

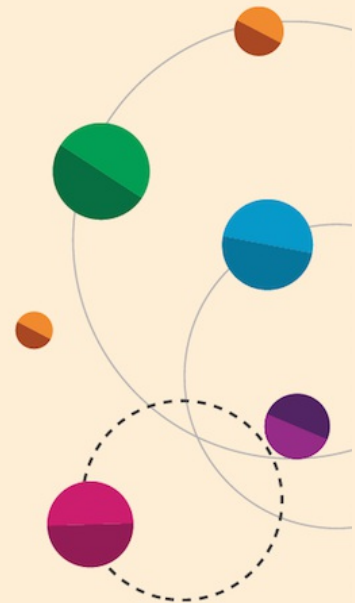
Regular intakes throughout the year, monthly



**Course code**  
ST0070/V1

**No. of weeks/duration**  
Typically 18 months

**Location**  
Workplace / College if appropriate



**For the latest fees visit:**  
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