

# Business Administrator Apprenticeship



## Apprenticeship

Every organisation, whatever their offer to customers, needs skilled, knowledgeable staff to support their operation – Successful Businesses don't work without competent people!

With the opportunity to 'earn while you learn', why not undertake a Business Administrator apprenticeship to set you off on your upward career trajectory. This will equip you to work in any sector - private, public or voluntary - literally 'the sky's the limit!'

From Football Associations to Spaceports to working in a high-flying legal team, obtaining a recognised, professional qualification will put you 'streets ahead of the competition', empowering you to put yourself forward as a confident and competent candidate that the organisation simply 'can't do without'...

With enthusiastic, encouraging tutors providing real industry experience, you could join the host of previous learners now powering forward in their careers, using their newly acquired skills to bring real value to their organisations and personal satisfaction for a job well done – Why not let us support you to find your niche!



Scan the QR Code for full course description, assessment and progression options from this course

### ENTRY REQUIREMENTS

Where a business administrator has not already achieved Level 2 English and Maths, they must do so before taking the end-point assessment.



### LOCATION & NEXT START DATE(S)

Cornwall College St Austell - As required  
Duchy College Stoke Climsland - As required



Find out more and  
apply online



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<b>LEVEL</b> Level 3	<b>DURATION</b> 1 Year
<b>ATTENDANCE</b> Work-based	<b>FEES</b> Tuition Fees: £0.00

Fees apply to adults and HE students only. Only the most common fees scenario is shown. Actual fees may vary depending on your personal situation. Please contact us for further information. Courses listed on this website are indicative of the subject, nature and level of study. The College reserves the right to alter specific qualifications titles, awarding bodies and levels of qualification, which can change in year. Any cost may also vary, based on personal funding eligibility. The Cornwall College Group reserves the right to withdraw any course listed at any time.

### Explore Our Courses & Apprenticeships

Join us for a campus tour, meet our dedicated team, and get all your questions answered. Scan the QR code to register for our next Open Event or Taster Day.



Find out more and  
apply online

