



Mercia
Management Ltd

BTEC LEVEL 3 DIPLOMA IN BUSINESS ADMINISTRATION

COURSE OVERVIEW

This Apprenticeship is for experienced Administrators, covering a wide range of duties in the workplace. This qualification consists of 5 mandatory units that can be selected to suit the job role. Skills will be developed in the workplace, which include underpinning knowledge & practical tasks.

TRAINING BENEFITS

On completion of this 15-18 month programme, Apprentices will demonstrate a range of administrative skills that will allow them to develop their skills and support your business needs.

WHAT IS COVERED?

- NVQ Portfolio (Units tailored to job role)
- Communication Skills
- Decision Making & Monitoring Work
- Project Management & Business Development
- Maths, English & ICT
- PLTS (Personal Skills)
- Employee Rights & Responsibilities



If you would like more information regarding Apprenticeships or the services we provide, then please contact us on 01902 713552, alternatively you can find out more information via our website.



Education & Skills
Funding Agency

MERCIA MANAGEMENT LIMITED
55 WATERLOO ROAD, WOLVERHAMPTON, WV1 4QQ
TEL: 01902 713552 FAX: 01902 390960
EMAIL: sales@merciam.co.uk



www.merciamanagement.co.uk