



Level 3 Business Administrator

Build confidence in a wide range of business support skills from managing projects and improving processes to communicating effectively and using digital tools, preparing you for a successful career in administration.

Why Choose ACL?

Whether you're just starting out or stepping into a leadership role, ACL offers practical training that helps you build real skills for the workplace. Our programmes are designed to fit around your job and life, with expert tutors who understand what employers are looking for.

- Learn in a flexible way that suits you
- Get support from experienced professionals
- Build confidence in communication, organisation, and leadership
- Progress from entry-level to senior roles
- Join the largest adult learning provider in Essex

Progression Opportunities

After completing this programme, you could move into supervisory roles or progress to our Level 3 Team Leader or Level 5 Operations Manager apprenticeships.

Modules Included

During this programme, you will study a wide range of topics, including:

- Communication
- IT
- Decision making
- Record and document production
- Interpersonal skills
- Planning and organisation
- Project management
- Sector regulations & policies
- Processes and external factors

Typical Duration

This apprenticeship can typically be completed within 15-18 Months.

Training Method

This programme is delivered through blended learning which combines online live sessions with classroom based learning.

Assessment Method

This apprenticeship will be assessed via the following methods:

- Portfolio
- Knowledge Test
- Professional Discussion

Apprenticeship Assessment (AA) Organisation

City and Guilds

Costs & Funding

This programme has no cost to the apprentice. Employer costs are as follows:

Total non-funded cost: £5000

- **Apprenticeship Levy**

For Employers with Payroll Over £3m: 0.5% of payroll allocated into an apprenticeship account. 100% funding available for eligible apprenticeship training.

- **Non-Levy Paying Employers**

For Employers with Payroll Under £3m: 95% government-funded apprenticeship training. Only a 5% employer contribution required.

- **Levy Transfer Service**

ACL Essex can connect non-levy paying employers with levy-paying businesses willing to transfer unused funds, covering 100% of training costs.



View all business & management training options