

EMERGING LEADERS

LEVEL 3

APPRENTICESHIP STANDARD

This training programme is based on the Business Administrator Apprenticeship Standard, so it's important that you familiarise yourself with it and the knowledge, skills and behaviours that it covers. You can find a copy of the standard [here](#).

HOW LONG DOES IT TAKE?

Typical training period of

12 months

followed by an End Point Assessment period of up to

3 months

SUMMARY

This programme is designed to future-proof new and emerging talent, preparing individuals to rise to the demands of ever-evolving workplaces whilst building resilience, creating innovative and inclusive working cultures, and enhancing wellbeing.

It is aimed at those who are in their early career stages or who are new to a business and/or industry. This programme is suitable for those involved in different parts of their organisation, interacting with internal or external customers, working across teams and solving problems. Delegates will explore up-to-date productivity and management practices to help build effective relationships and be adaptive, resilient and technically competent. They will develop communication and creative problem-solving skills by engaging in practical training.

Please note, this programme is not recommended for managers and existing leaders within a business, or those who have a depth of experience.

WHAT DOES THE CONTENT LOOK LIKE?

- ▶ Lead Yourself: Professional Behaviours
- ▶ Effective Collaboration: Communication, Emotional Intelligence and Interpersonal Skills
- ▶ Tech Tools for Efficient Working
- ▶ Organisational Knowledge
- ▶ Industry Knowledge & Regulations
- ▶ Creative Thinking & Innovation
- ▶ Stakeholder Management
- ▶ Project Management basics
- ▶ Basic Financial Principles
- ▶ Change Management

WHAT DOES IT INVOLVE?

To provide an immersive and varied experience, the learning journey is made up of various teaching and learning methods including:

- ▶ Practical and interactive workshops (these are typically delivered remotely)
- ▶ Set assignments & independent learning exercises
- ▶ Project work
- ▶ Self Guided Learning including Digital Workbooks
- ▶ Progress reviews with your dedicated Programme Lead
- ▶ Other methods such as flipped workshops, webinars and peer to peer learning, if and when relevant.

ASSESSMENT & QUALIFICATIONS ACHIEVED

Regular on programme assessment including reports, presentations, project work, research assignments and the development of a portfolio of evidence.

The End Point Assessment for this programme consists of three components:

- ▶ Knowledge Test
- ▶ Project/Improvement Presentation
- ▶ Portfolio Based Interview

On completion of the programme, learners will gain the Level 3 Business Administrator Apprenticeship Qualification.

