



LEVEL 3

LEADER IN BUSINESS ADMINISTRATION

www.learningcurvegroup.co.uk





About the course

The Leader in Business Administration programme is designed for individuals who want to develop essential administrative skills and support organisational success across a wide range of sectors. Learners will gain the knowledge and confidence needed to provide effective business support and help improve day-to-day operations.

Throughout the programme, learners will build skills in communication, problem-solving, time management, and working with a variety of stakeholders. They will learn how to support different teams, improve processes, and contribute to greater efficiency and productivity.

By the end of the programme, participants will be equipped to deliver professional administrative support, demonstrate strong workplace behaviours, and take on greater responsibility. The skills gained can also provide a pathway to future leadership and management opportunities.



Full tutor support



13 months duration



Blended delivery approach

Benefits

- ILM Accredited Qualification within Leadership & Management
- ILM Membership status upon completion
- Learn to support multiple teams and stakeholders
- Increase efficiency through process improvement skills
- Create opportunities for career progression and leadership roles

Eligibility

Those with an annual wage bill of less than £3m do not pay the Apprenticeship Levy. Instead, 95% of each apprenticeship is funded by the government whilst a 5% investment is required by the employer to enhance the skills of their employee.

- Employers are also eligible for a £1000 incentive payment if the apprentice is aged 16–18.
- Employers with less than 50 employees and where the apprentice is aged 16–18, the government will fund 100% of the apprentice and are eligible for a £1000 incentive payment.
- Employers with those aged 19+ the government will continue to fund 95% of the apprenticeship programme whilst a 5% investment is required by the employer.

How your employees will learn

Support is available to help your employees get the most from their training programme. Therefore we will provide them with the support and guidance they need through a mixture of face-to-face and online learning. Learners will have a dedicated Vocational Skills Coach who is there to guide them through their training programme. As well as their Vocational Skills Coach, learners have unlimited access to learning and support materials online. All of this will help the learners to meet the standards set, resulting in them becoming competent and fully qualified.

The learners End-Point Assessment will be facilitated through an approved Assessment Organisation registered on the Register of Apprentice Assessment Organisations.

The learner journey

1. 13 months on-programme – This is when the individual will learn the skills, knowledge and behaviours which will support them for their End-Point Assessment. The learner could partake in a combination of activities, such as classroom-based sessions, mentoring, shadowing, bespoke resources and off-site visits in order to support their learning and development.

From 1 August 2025, apprentices must complete at least 187 hours of off-the-job (OTJ) training over a minimum of 8 months, with some standards requiring more for those without prior learning. Learn more about [OTJ training hours](#).

2. Gateway – After the 13 months of teaching and learning, you, your training provider and the learner will review the learner's journey and decide whether it is the right time for the on-programme assessment.

3. End-Point Assessment – This is when your learner will need to demonstrate they have learnt the required knowledge, skills and behaviours, through an on-demand knowledge test, a professional discussion, practical observation and a business project.



✓ Verified

It was a great course...

It was a great course and I felt the information was easy to understand, well displayed and my tutor/assessor was full of information and encouraging feedback.

Date of experience: June 2026



✓ Verified

A great opportunity to complete a free course...

A great opportunity to complete a free course during my maternity leave. Very supportive tutor and telephone operators.

Date of experience: June 2026



✓ Verified

The tutor was always quick to respond...

The tutor was always quick to respond to any questions I had always helpful. I never felt under pressure and it was great to study at a steady pace. I enjoyed this so much that I am ready to enrol on another course!!

Date of experience: June 2026



✓ Verified

Amazing online course...

Fantastic support throughout the course. Learnt so much and well worth doing. Will make my job a lot easier and understand as much as I can what people with Dementia go through on a daily basis.

Date of experience: June 2026



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TRANSFORMING
LIVES THROUGH
LEARNING.