Level 3

Leader in Business Administration - Learner Journey

ilm
Understanding Leadership

ilm
Leading and motivating a team effectively

ilm
Understanding Training and Coaching in the Workplace

ilm
Understanding Innovation and Change in an Organisation

Month 1

This month focuses on:
- Personal development
- Organisation structures

Month 2

This month focuses on:
- Equality & Diversity
- Health & Safety
- Employment law
- Social media
- Data protection, GDPR
- Intellectual property

Month 3

This month focuses on:
- Purpose, aims, vision and values
- Market forces
- The organisation and internal and external factors

Month 4

This month focuses on:
- Stakeholder management and communication

Month 5

This month focuses on:
- Improving processes
- Planning and organisation

Month 6

This month focuses on:
- IT Skills including the use of multiple IT packages and systems relevant to the organisation.

Month 7

This month focuses on:
- Business fundamentals
- Project management tools

Month 8

This month focuses on:
- The reflective cycle
- The importance of self assessment of your work to ensure it complies with the organisations procedures

Month 9

This month focuses on:
- Quality and the importance of completing tasks to a high standard and planning and organisation including the importance of taking responsibility for initiating and completing tasks

Month 10

This months focuses on:
- Report writing including producing a project report / presentation.

Months 11-12

These months focus on:
- EPA support & guidance including supporting you to Gateway and End Point Assessment.