Business Administrator-Level 3

LEARNER JOURNEY - August 2025



Month I

This month focuses on:

- Personal development
- Organisation structures

Month 3

This month focuses on:

- Purpose, aims, vision and values
- Market forces
- The organisation and internal and external factors

Month 5

This month focuses on:

- Finance, terminology and processes
- Improving processes
- Planning and organisation

Month 7

This month focuses on:

- Business fundamentals
- Project management tools

Month 9

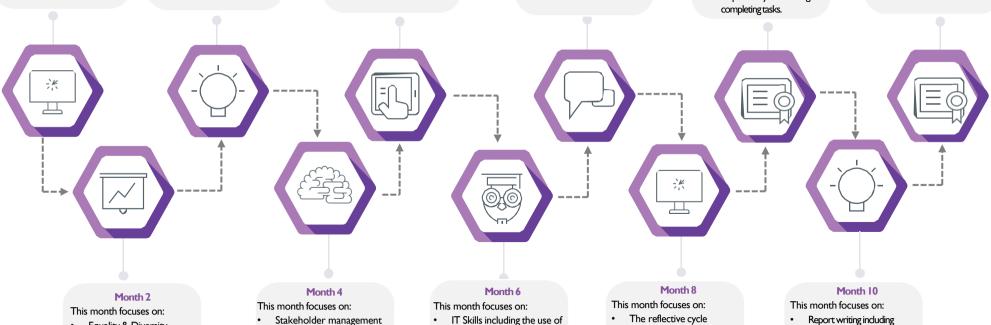
This month focuses on:

• Quality and the importance of completing tasks to a high standard and planning and organisation including the importance of taking responsibility for initiating and

Months II and I2

These months focus on:

EPA support & guidance including supporting you to Gateway and End Point Assessment.



- Equality & Diversity
- Health & Safety
- **Employment law**
- Social media
- Data protection, GDPR
- Intellectual property

Stakeholder management and communication

multiple IT packages and systems relevant to the organisation.

- The importance of selfassessment of your work to ensure it complies with the organisation's procedures.

Report writing including producing a project report/ presentation.