Business Administrator- Level 3

LEARNING JOURNEY – 14 MONTHS

LEARNING CURVE GROUP

Month 1

This month focuses on:

Personal development, teamwork, being a good role model and organisational structures.

Month 2

This month focuses on:

Legislation and regulations including, E&D and H&S, employment law, intellectual property law and data protection including GDPR and social media policies.

Month 3

This month focuses on:

The purpose, aims, vision and values of an organisation and how the political and economic environment affects an organisation. You will look at PESTLE and SWOT analysis as well as market forces.

Month 4

This month focuses on:

Stakeholders including communicating with and identifying your stakeholders, working with stakeholders and the principles of stakeholder management

Month 5

This month focuses on:

Managing change including Sis Sigma and the PDCA Cycle. You will also review finance terminology and processes within an 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:

Principles and approaches to project management including project management tools and managing risk and change.

Month 8

This month focuses on:

The reflective cycle and the importance of self-assessment of Your work to ensure it complies with the organisation's 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 month focuses on:

Report writing including producing a project report / presentation.

Months 11 to 14

These months focus on:

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