Business Administrator-Level 3

LEARNER JOURNEY - 2026



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 external factors

Month 5

This month focuses on:

- Improving processes
- Planning and organisation

Month 7

This month focuses on:

- Finance, terminology & processes
- Business fundamentals
- Project management tools

Month 9

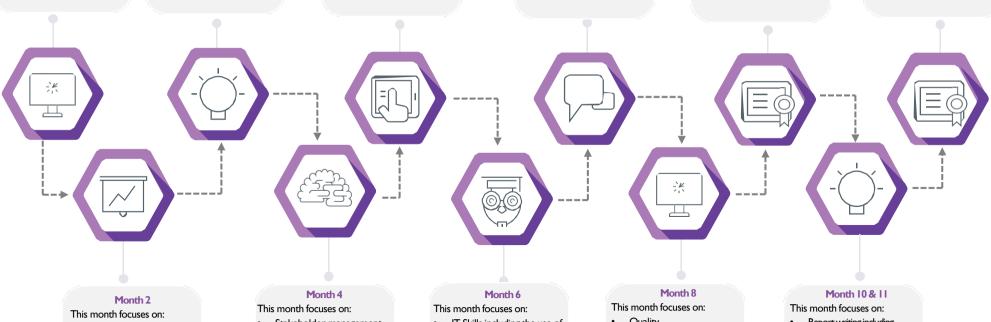
This month focuses on:

- Development of skills and behaviours
- Personal development plan

Months 12 and 13

These months focus on:

- Mock EPA (MCOs)
- 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
- Stakeholders and communication

IT Skills including the use of multiple IT packages and systems relevant to the organisation.

- Quality
- The reflective cycle

- Report writing including producing a project report/ presentation.
- Mock EPA (MCQs)