Business Administrator-Level 3 LEARNING JOURNEY - 14MONTHS



UNIT I: VALUE OF YOUR SKILLS

This unit covers: Personal Development Teamwork Being a Good Role Model Organisational Structures

LINIT 3: ORGANISATION AND EXTERNAL FACTORS

This unit covers: Purpose, Aims, Visions and Values PESTLE Analysis SWOT Analysis

UNIT 5: BUSINESS FUNDAMENTALS. PROIECT MANAGEMENT

This unit covers: Project management principles Project lifecycle Gantt charts Managing Risk and Change

UNIT 7: IMPROVING PROCESSES

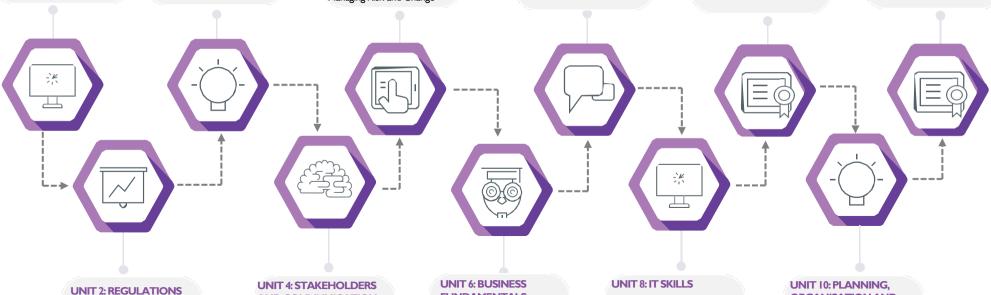
This unit covers: PDCA Cycle Six Sigma **Reviewing Processes**

UNIT 9: OUALITY RECORD AND DOCUMENTS

This unit covers: Range of documentation used Branding and Version Control Coaching Others on the Use of Documents

Months II to 14

EPA support & guidance Final Review Fxit IAG Gateway



This unit covers: E&D and H&S **Employment Law** Intellectual Property Law Data Protection Act and **GDPR**

AND COMMUNICATION

This unit covers: Stakeholder Communication Identifying your Stakeholders Working with Stakeholders Principles of Stakeholder Management

FUNDAMENTALS-FINANCE

This unit covers: Terminology Uses of a Budget Managing a Budget **Processes**

This unit covers: **Business Documentation** Digital Skills - Excel Digital Skills - Word

ORGANISATION AND DECISION MAKING

This unit covers: Agendas and Minute Taking Decision Making Organising Events and Meetings Including Logistics