

# Benefits of Developing Business Administrators



## Digital learning materials covering:

**Business Fundamentals**

**Understanding your Organisation**

**Understanding Personal Effectiveness**

**Communication in a Business Environment**

## Benefits to learners

### Gain a breadth of experience and skills set

- ✓ Introduction to a broad range of business concepts – including Finance, Project Management and Stakeholder Management – before choosing a route of specialism
- ✓ Develop a broad set of transferable business skills and behaviours

### Continuous professional development (CPD)

- ✓ Upskill and enhance performance and professional development
- ✓ Opportunities for self-directed study at the learner's own pace
- ✓ Linked Level 3 Certificate/Diploma for Business Administrators qualification
- ✓ Supports learner career progression
- ✓ Perfect to update knowledge or refresh CPD

### Personal effectiveness

- ✓ Increase personal efficiency and competency in communication, digital skills, problem solving, teamwork and more

## Benefits to the business

### Increase efficiencies

- ✓ Improving business processes and procedures
- ✓ Boost employee commitment to living and representing the organisation brand
- ✓ Buying in to the organisation's culture, vision and core values
- ✓ Enhance accuracy, quality and attention to detail
- ✓ Maximise business critical resources

### Boost collaboration

- ✓ Improves interaction across the entire business
- ✓ Reinforce cross functional collaboration including digital communication
- ✓ Strengthen collaborative working and team support

### Benefits of our digital learning materials in Learning Hub

- ✓ Available as individual units of learning tailored to your needs
- ✓ The fully interactive digital content is mapped to the Business Administrator Apprenticeship Standard and supports delivery of 20% off the job
- ✓ Interactive content to enable learners to apply knowledge in their work environment
- ✓ Supports flexibility for tutor/assessor in delivery of knowledge
- ✓ The digital learning materials can be purchased using the Apprenticeship Levy

Pearson is an awarding body as well as an end-point assessment organisation (EPAO), and is regulated by OFQUAL

For more information on our Business Administration learning programmes please contact us:

Training Providers and Employers: [wblcentresupport@pearson.com](mailto:wblcentresupport@pearson.com) FE Colleges: [fecentresupport@pearson.com](mailto:fecentresupport@pearson.com)