

# Level 3 Business Administrator Journey

Initial Assessment  
Enrolment  
Induction  
Training Plan

**My World Matters:**  
British Values | PREVENT | Equality & Diversity | Safeguarding | E-Safety  
Transgender Awareness | FGM | Employment | Positive Mental Health

Months →

0

1

2

3

4

5

6

**Introduction to the Business Administrator Role**  
Business Administrator Role Overview

**Self-awareness & Development**  
Development Cycle | Self-assessment Tools | Development Plan | Personal Responsibilities

**Understanding the Organisation**  
Mission | Vision | Values | Strategy | Business Sectors | Company Structure

**Professionalism & Personal Qualities**  
Standards of Behaviour | Equality & Diversity | Company Policy

**Communication & Interpersonal Skills**  
Communication Process | Communication Methods | Negotiation and Influence

**Stakeholder Analysis Theory**  
**Stakeholder Management Tools**  
Stakeholder Analysis Theory | Stakeholder Management Tools

**Planning, Organisation & Decision Making**  
Planning Techniques | Prioritisation Techniques and Tools | Decision Making Techniques and Processes | Adaptability

**Decision Making**  
Decision Making Process

**Quality**  
Approaches to Quality | Measures and Standards | Company Processes | Coaching for Standards

**Conflict Management**  
Navigating Conflict | Conflict Resolution Techniques

**Knowledge Test**

**Legislation, Regulation & Company Policy**  
Data Protection | Health & Safety | Equality | Employment Law | Industry Regulators (Purpose and Role)

**Project Management**  
Project Management Principles | Project Management Tools

**External Influence**  
Political & Economical Markets | PEST Analysis | Market Forces | Supply Chain

**Business Fundamentals & Company Processes**  
Business Fundamentals Mastery | Role Impact | Process Insights | Change Management Skills

**I.T & Record Keeping**  
Internal Systems | House Styles | Templates

**Project Presentation**



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