

Knowledge

Skills

Behaviours

Level 3 Business Administrator Journey

skillsedge

Initial Assessment
Enrolment
Induction
Training Plan

My World Matters:

British Values | PREVENT | Equality & Diversity | Safeguarding | E-Safety
Transgender Awareness | FGM | Employment | Positive Mental Health

Professionalism & Personal Qualities

Standards of Behaviour | Equality & Diversity | Company Policy

Communication & Interpersonal Skills

Communication Process | Communication Methods | Negotiation and Influence

Months

