

Business, Accounting & Retail

Apprenticeship Standard in Business Administrator

Campus: Rotherham College

Code: F21ST02

Level: 3

About This Course

The course is delivered in small cohorts on a monthly basis.

Delivery is a mixture of online sessions, with opportunities for the apprentice to attend face to face delivery sessions on Campus.

Reviews will be completed on a 10-week basis and these are flexible to the apprentice and employer, being online or face to face.

What Will I Study?

On the course, the apprentice will study the relevant Knowledge, Skills & Behaviours (KSB's) such as:

- The Organisation
- Stakeholders
- External Environmental Factors
- IT
- Communication
- Professionalism
- English & Maths at Level 2, if applicable

Why Study Here?

The RNN Group is an education and training provider, meeting the needs of thousands of employers, adults and school leavers every year and contributing at the heart of our communities.

Through our strategic relationships, we deliver and provide exceptional training and opportunities for our apprentices.

Our Centres of Excellence will be inspirational and we will remain agile to the needs of our apprentices and employers.

Our vision is to lead on innovations and skills within our communities, that our apprentices work in.

Entry Requirements

Be working in a Administrative Role

It is desired that all applicants hold a GCSE Grade 4 in English and Maths or have achieved a Functional Skill at Level 2 / Adult Literacy and Numeracy at Level 2 or Key Skills Communication and Application of Number at Level 2.

Level 2 / equivalent must be achieved in English and Maths, prior to taking End Point Assessment.

How To Apply

You can apply using our online application form and clicking the **Apply Now** button at the top of this page.

For more information, support with your enquiry or application please contact our Employer Partnerships Team by emailing enquiries@rnntraining.co.uk [mailto:enquiries@rnntraining.co.uk] or by calling **01709 362111**.

What Courses Can I Progress Onto?

Team Leading – Level 3

Tuition Fees

The fees for all apprenticeships are paid for by your employer. Employers access funding through the Apprenticeship Levy or their Digital Apprenticeship Service account. Employers can gain additional information from our apprenticeship team, contact enquiries@rnntraining.co.uk [mailto:enquiries@rnntraining.co.uk] or call 01909 504777.

PLEASE NOTE

We make every effort to ensure information within our online course directory is accurate and a true representation of the courses we are offering in 2025 – 26. However, we do reserve the right to make changes if necessary.

Last updated: 18th February 2026