



Level 3 Business Administrator Apprenticeship

Citrus Training's Apprenticeship Division has been specifically formed to deliver into the construction and built environment sector. Citrus Training has been the UK's Trusted Training Provider since 2004 and provide safety and compliance training, as well as NVQ assessments, to over 35,000 delegates a year. With this wealth of experience, Citrus Apprenticeships are uniquely positioned to deliver tailored leadership and management training directly to the sector.





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What do we deliver?

Citrus' Apprenticeship programme offers a 12-month course designed to provide learners with a highly transferable set of knowledge, skills, and behaviours applicable across any organisation and its processes. Apprentices will develop greater technical and managerial skills, as well as learn how to supervise others. With a focus on adding value, they will learn how to contribute to an organisation's efficiency, support and engage with different parts of the organisation, and interact with internal or external customers and stakeholders.

We deliver a 4-hour online virtual classroom session every 4 weeks, resulting in less downtime than the traditional 'day release' model. These sessions are engaging, with peer support, motivating learners to improve their knowledge, skills, and behaviours.

The course tutor will meet with the apprentice every 4 weeks on a one-to-one basis to provide support and further enhance their supervisory and administration skills within the workplace. We also have a dedicated tutor to provide teaching and support for Functional Skills alongside the apprenticeship workshops.

Throughout the program, we will prepare apprentices to undertake their End Point Assessment (EPA).

Who is it for?

The responsibilities of the role are to support and engage with different parts of the organisation and interact with internal or external customers and stakeholders.

With a focus on adding value, the role of business administrator contributes to the efficiency of an organisation, through support of functional areas, working across teams and resolving issues as requested.

The flexibility and responsiveness required allows the apprentice to develop a wide range of skills.

Why Choose Citrus Training?

We understand the industry you work in – therefore our apprenticeships are fully tailored to meet your industry.

- Dedicated tutor support for the apprenticeship workshops and functional skills.
- We work with employers to provide bespoke delivery, ensuring apprentices are gaining the skills needed in their industry.
- We partner with a specialist company to best understand how our apprentices think and learn, enabling them to remove barriers to progression and reach their full potential.
- We collaborate with the market-leading awarding organisation CMI (Chartered Management Institute).
- We recognise the skills gaps within the construction, the built environment, and utilities sector and are successfully working with employers to address these.
- We can tailor bespoke face-to-face sessions for employers with dedicated cohorts of apprentices.