Business Administration

Qualification Map



Business Administration Level 3

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Business administrators have a highly transferable set of knowledge, skills and behaviours that can be applied in all sectors. This includes small and large businesses alike, from the public sector, private sector, and charitable sector.

The role may involve working independently or as part of a team and will involve developing, implementing, maintaining, and improving administrative services. Business administrators develop key skills and behaviours to support their own progression towards management responsibilities.

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The occupational maps are simply a way of showing the relationships that exist between education, qualifications, apprenticeships, and occupations in England. They are called maps because they help people to find their way through their careers and training more easily. The occupational maps let you explore occupations by searching for a specific job or browsing broader types of jobs. These occupations are shown on cards, along with details of relevant apprenticeships and other technical education qualifications and possible career progression.