

# Business Administrator (Medical Administrator)



Level 3



15 Months Total Programme  
Length

## Overview

Business Administrators are crucial to the healthcare sector, ensuring that operations flow seamlessly and effectively. They can be found across various healthcare environments, from the corridors of hospitals to private practices.

This apprenticeship has been crafted to empower these vital members of the healthcare team. Apprentices will be trained to interact effectively across different departments, delivering support and the enhancing customer relations. Apprentices will develop their communication skills, explore ethical approaches to their duties, and set the stage for a rewarding career within the healthcare setting.

## Upon Successful Completion

- Business Administrator Apprenticeship: Pass or Distinction
- Level 2 English and maths (if not exempt, flexibilities are available)

## Progression Opportunities

- Associate Project Manager Level 4 Apprenticeship

## Apprenticeship Journey

Months 1 - 9

Orientation Workshop

The Organisation Value of Skills

Communication & Personal Development

External Factors

Relevant Regulations, Policies & Processes

Quality, Planning & Organising, Decision Making & Business Fundamentals

Months 10 - 12

Medical Terminology Awareness (optional)

Communication in the Workplace (optional)

Stakeholder Management

Project Management

Mock End Point Assessment

Gateway

Months 13 - 15

End Point Assessment

Achievement & Progression



Full Programme Details

Scan Or Search: [bit.ly/49CLK8V](https://bit.ly/49CLK8V)

\* Exact programme details subject to change. Visit our website for the latest information.