

# 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
- English and maths (As agreed, 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.

# About Dynamic Training

Dynamic Training are an apprenticeship, adult education, and bespoke training specialist. Working with a diverse customer base across a variety of sectors, with a significant presence within the healthcare sector, we believe passionately in providing high-quality and inclusive education at all times, empowering both employers and employees to reach their aspirations.

Dynamic Training have an incredibly passionate and experienced team of coaches, with a diverse range of industry experiences, who aspire to deliver the very best training and support. We stand out from other training providers through our strong commitment to accessible education, as well as our prestige within the healthcare sector.

As a provider of healthcare apprenticeships, we have collaborated closely with NHS England, national task and finish groups, health academies and NHS employers. These connections have shaped our delivery of apprenticeships and training courses, so that they meet the demands of modern healthcare staff.

Dynamic Training have been delivering apprenticeships to the health and social care sector since 2009, and plan to continue this for many more years.



## Our Mission

To deliver high-quality, inclusive education that empowers future healthcare professionals to act with integrity, accountability, and teamwork, ensuring the delivery of compassionate and effective care across a diverse and evolving healthcare landscape.

## Our Values

- Integrity
- Transparency
- Accountability
- Teamwork
- Inclusivity

## *Inclusive Provider*

