Apprenticeships

NKC | DARTFORD COLLEGE

September 2026

Level 3
Business Administrator
Apprenticeship

Apprenticeship Description and Job Overview

Interested in a Business Administration Apprenticeship at a London Law Firm?

To be eligible for this opportunity, with North Kent College (NKC) as the training provider, you must meet the following criteria:

- GCSE Requirements: Achieved 5 GCSEs at grades 9–4, which must include English Language and Maths (entry criteria set by London law firms).
- Course Requirement: Successfully complete the Level 2 Administration for Legal & Professional Services course at NKC Dartford College, which runs for one academic year.

Please note: London law firms make recruitment decisions independently and progression to a Business Administration apprenticeship is not guaranteed.

Working in a London law firm will provide you with the unique opportunity to develop key skills in areas such as decision making, record and document production, IT, project management, and communication.

You will work in a busy office environment as part of a dynamic and fast-paced team, taking responsibility for vital administrative tasks on behalf of fee earners and partners. Reprographics, diary management, travel and accommodation research and booking, meeting and event organising, expense claims processing and data entry are all typical duties you can expect to undertake.

Through strong collaboration between your employer and your Skills Coach at college, you will be supported and guided through this exciting and demanding qualification. Mentoring and support is individualised, whilst Off Job Training is delivered in a group setting once a week alongside like-minded Apprentices.

You will learn many skills within your job role and be able to customise your coursework to fit with your tasks, responsibilities, and organisation.

Regular progress reviews will enable you to see your development and identify what to work on next.
End Point Assessment (after a minimum 12 months) will take three forms: Multi-choice test, Portfolio interview and Project/improvement presentation, for each you will be guided by your Skills Coach.

Apprenticeships

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Level 3 Business Administrator

Apprenticeship

Qualification	Level 3 Business Administrator (Standard ST09473-301 (Use IFATE)
Training Delivery Campus	NKC Dartford College Oakfield Lane Dartford DA1 2JT
Duration of Apprenticeship	15 – 18 months
Apprenticeship Entry Requirements	**Successful completion of the Level 2 Administration for Legal & Professional Services course at North Kent College.** GCSE Requirements: Achieved 5 GCSEs at grades 9–4, which must include English Language and Maths (as required by London law firms).
Mandatory Qualification details	N/A
End Point Assessment Organisation and EPA components	City & Guilds EPA: • Multi-choice test • Portfolio Interview • Project/improvement presentation
Progression Routes	Legal PA/EA PA/EA Office or Administrative Team Manager Human Resources Events Planning Marketing

For more information, or to apply contact:
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