



# Level 3 Business Administrator within Racing

For those with a passion for both business management and the horseracing industry, we're delighted to provide this tailored qualification. The course provides direct experience in administrative tasks specific to the world of horseracing, from handling race day logistics to assisting with finances and marketing efforts. Apprentices will gain a comprehensive skill set, practical experience, and a nationally recognised qualification. For racing enthusiasts looking to turn their passion into a profession, or aspiring business administrators seeking a unique industry focus, this apprenticeship provides an invaluable pathway to success in the dynamic world of horseracing.

A Business Administrator within Racing will develop a varied range of abilities, including:

## Knowledge Development

- Gain in-depth knowledge of the horseracing industry and its structure
- Recognise applicable laws and legislation within horseracing administration
- Understand how to administer billing, process invoices and purchase orders
- Learn the way that the political/economic environment affects the organisation
- Engage and foster relationships with suppliers and partner organisations

## Skills Enrichment

- Demonstrate agility and confidence in communications, carrying authority appropriately
- Manage relationships with stakeholders and other key people in the organisation
- Update and review databases, record information and produce data analysis where required
- Build and maintain positive relationships within teams and across the organisation
- Use relevant project management principles and tools to scope, plan, monitor and report

# Functional Skills

Maths and English qualifications are an integral element of the apprenticeship standards.

These are implemented by Haddon Training's dedicated Functional Skills team and will be delivered either as individual or group sessions, depending on the learner's requirements. If the learner has completed Functional Skills previously or can provide suitable evidence, such as GCSE certificates or similar, they may be exempt from completing this element of the qualification.

Functional Skills	
Learners will need to complete:	
English	Level 2
Maths	Level 2

## Qualification Overview

To achieve the Level 3 Business Administrator within Racing qualification, the learner must complete:

- All mandatory modules.
- All core behaviours.
- The End Point Assessment, in which all components must be passed.

The apprenticeship is awarded through the successful completion of an End Point Assessment (EPA). This consists of:

- An online knowledge test.
- A professional discussion in which the learner is questioned on the knowledge learnt throughout the apprenticeship.
- A short work-based presentation submitted on the EPA day. The presentation topic is centred on a project they have completed or a process they have improved.

The qualification will take a minimum of 13 months to complete, dependent on a learner's prior knowledge and skills recorded on a skill scan and individual learning plan.

## Mandatory Modules Overview

Knowledge and skills outline
Professional development, the organisation and external factors
Skills and stakeholders
BHA overview day
Racecourse/racing yard visit
Regulation, policies and processes
Business fundamentals – managing change and finance
Knowledge: IT and document production
Communication and interpersonal skills
Planning, organisation and quality
Project management
Understanding the job role

## Core Behaviours

Personal and employability skills
Takes responsibility
Shows integrity, reliability and self-motivation
Manages performance
Is adaptable to the organisation's needs and own work
Demonstrates professionalism

For an in-depth view of the knowledge, skills, behaviours for the Business Administrator within Racing apprenticeship, please visit: <https://tinyurl.com/BHABusAdL3>

\*Please note employers will be assessed before the qualification commences to ensure that they can meet the requirements of the apprenticeship. Please discuss your options further with our team to find out more.

\*Racing content has been added to the curriculum in a tailored format unique to Haddon Training and in agreement with the BHA. For a full list of these racing-specific content additions, please contact our team.

## Progression

Upon completion, learners could progress to the following qualifications if they are in a suitable role:

- Level 3 Team Leader
- Level 4 Learning and Skills Mentor
- Level 5 Operations Leader

