

# 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 develop 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. Functional Skills in maths and English for those aged 16-18 years old are a mandatory part of apprenticeships in England unless learners already hold a qualification in these areas at the required level.

For learners aged 19 and over, Functional Skills are optional.

| 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 Apprenticeship Assessment, in which all components must be passed.

The apprenticeship is awarded through the successful completion of an Apprenticeship Assessment.

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 Apprenticeship Assessment 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 15 months (plus 3 months to complete assessment), 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



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