

Business Administrator – Level 3

Overview

Business administrators have a highly transferable set of knowledge, skills and behaviours that can be applied in all sectors.

The business administrator is expected to deliver their responsibilities efficiently and with integrity – showing a positive attitude. The role involves demonstrating strong communication skills (both written and verbal) and adopting a proactive approach to developing skills. The business administrator is also expected to show initiative, managing priorities and own time, problem-solving skills, decision-making and the potential for people management responsibilities through mentoring or coaching others.

Course Duration and Cost

Typical 15 months on programme (practical period) and 3 months End Point Assessment.

This apprenticeship standard has been allocated a maximum funding cap of £5000, which is the anticipated cost for delivering this apprenticeship standard the end point assessment.

What will be covered

- IT
- Record and Document Production
- Interpersonal Skills
- Decision Making
- Communications
- Quality
- Planning and Organisation
- Project Management
- The organisation
- Value of Their Skills
- Stakeholders
- Relevant Regulation
- Policies
- Business Fundamentals
- Processes
- External Environmental Factors

Delivery model

This Apprenticeship Standard will be typically delivered with a blended learning approach. This includes classroom teaching, tutorials, collaborative and independent learning.

Off-the-job training

All full-time apprentices (those that work 30 hours per week or more) must spend, as a minimum, 6 hours per week, over the planned duration of their Practical Period, on off-the-job training. This will be pro rata for part-time apprentices. Off-the-job training is received during the apprentice's normal working hours for the purpose of achieving new skills, knowledge and behaviours that are directly relevant to their chosen apprenticeship standard. Off-the-job training will be planned prior to the apprenticeship starting, in the form of an Apprentice Learning Plan, and will meet the needs of the employer, the college and the apprentice.

Maths and English

All apprentices will develop their English and maths skills during their apprenticeship. Apprentices without level 2 English and maths will need to achieve this level prior to taking the end-point assessment. This may require the apprentice to attend additional classes at college.

Progress Reviews

The apprenticeship includes tripartite progress reviews with the apprentice, the employer and the tutor to discuss and monitor progress made towards the apprentices' individual training plan. Tripartite reviews will be carried out at week 6 of the apprenticeship then every 10 weeks as a minimum

End Point Assessment Requirements

This EPA consists of 3 assessment methods with the following grades:

Assessment method 1: Knowledge Test – Fail, Pass or Distinction

Assessment method 2: Portfolio-based interview – Fail, Pass or Distinction

Assessment method 3: Project presentation – Fail, Pass or Distinction

Performance in the EPA will determine the overall apprenticeship standard and grade of – Fail, Pass or Distinction.

All Apprentices Benefit From:

- Face to face and online support
- Mentoring, networking and career support
- Professional development