

# BUSINESS ADMINISTRATOR LEVEL 3 APPRENTICESHIP

Duration  
Total - 12-18 Months  
EPA - 3 Months

The Business Administrator Level 3 Apprenticeship is a qualification designed for individuals who support the smooth running of office operations and wish to develop strong administrative and organisational skills. This programme focuses on advanced abilities in communication, project support, document management, and improving business processes across a range of workplace settings. This apprenticeship is ideal for administrative assistants, office juniors, or support staff who want to enhance their professional skills and take on more responsibility within their organisation. It suits those who are passionate about providing high-quality administrative support, improving efficiency, and contributing to a productive and well-organised workplace environment. This qualification can lead to roles such as Business Administrator, Office Assistant, or Administrative Coordinator, and can support progression into senior administration or business support positions.

## 1 Entry Requirements

You must have been a UK, EEA, or EU resident for at least the three years before starting the apprenticeship.

You must be employed in a relevant job role and able to commit to the full length of the programme including the End Point Assessment.

If you do not have GCSE grade C/4 or equivalent in Maths and English, you may be required to work towards achieving these qualifications as part of your apprenticeship.

## 2 Qualifications Awarded

L3 Business Administrator Apprenticeship Standard  
Functional Skills Maths  
Functional Skills English

## 3 Reviews & Teaching and Learning

Each month, a trainer will conduct a teaching and learning session with the Apprentice to ensure their ongoing development. Additionally, every other month, the trainer will visit to meet with both the Apprentice and the Employer for a comprehensive review of progress and performance.

## 4 End Point Assessment

The End-Point Assessment (EPA) is comprised of three components: Ongoing Support: Provided by Training Works

- Knowledge Test:
  - 50 questions
  - Duration: 60 minutes
- Project Presentation:
  - Presentation - Duration: 15 Minutes
  - Questions - Duration: 15 Minutes
- Portfolio Based Interview:
  - Duration: 30-40 Minutes

## 5 Cost

Apprentices aged 22+ = £250pp  
Apprentices 16-21 & Employer with under 50 employees = Free

training  
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Training Works (NW) Limited