

Course Value:

£5000

Employers Pay:

£0-£250



## BUSINESS ADMINISTRATOR L3

The Business Administrator apprenticeship has been developed to support learners in a business administration role and provides a highly transferable set of knowledge, skills, and behaviours. Your role will involve developing, implementing, maintaining and improving administrative services.

**Typical duration to gateway:** 12-18months

To successfully achieve the Business Administrator Level 3 Apprenticeship Standard, learners must:

- Compile a portfolio of evidence demonstrating their competence
- Participate in regular one-to-one reviews with their line manager
- Engage with their Assessor/Tutor for guidance in meeting the required knowledge, skills, and behaviours
- Complete the minimum off-the-job training hours as set by the Department for Education
- Hold, or achieve through AM Training Associates Ltd, a Level 2 qualification in English and mathematics (mandatory for learners aged 16-18; optional for those aged 19+)
- Successfully pass the End Point Assessment

**Knowledge, skills and behaviours (KSBs) assessed are:**

IT	Quality	Professionalism
Record and document production	Planning and organisation	Personal qualities
Decision making	Project management	Managing performance
Interpersonal skills	The organisation	Adaptability
Communications	Value of their skills	Responsibility
Stakeholders	Relevant regulation	Processes
Policies	Business fundamentals	External environmental factors

### End Point Assessment (EPA)

End Point Assessment is carried out by an external organisation (EPAO) and is made up of the following:

1. Knowledge Test - Multi-choice 60minute test made up of 50 equally weighted questions.
2. Portfolio Based Interview - 30-45minutes on 8-12 page portfolio, including an observation and employer evaluation.
3. Project Presentation - 10-15minute presentation on a project they have completed or a process they have improved. With a further 10-15minutes for a Q&A session.

**Apprentices' 1st attempt at EPA are covered by the course funding, however, in the event of an Apprentice failing, their EPA re-sit / re-take costs will fall to the employer.**