



BUSINESS ADMINISTRATOR Level 3

🕒 17 Months

As an integral part of any organisation, a business administrator has a range of knowledge, skills and behaviours integral to the effective running of a business. This apprenticeship will equip you with the fundamental knowledge needed to thrive including; IT skills, record and document production, decision making, communication skills and much more.

FUTURE OPPORTUNITIES

- Office Supervisor
- Team Leader
- Assistant Manager
- Business Manager
- Operations Manager
- Department Manager
- Regional Manager
- Executive Assistant
- Accounts Officer
- Customer Service Representative

OUR PARTNERS



PROGRAMME OF STUDY

- Project (Completed from month 9 of programme)
- Portfolio of Evidence
- Off-the-Job Training
- Level 2 Functional Skills Maths – if required
- Level 2 Functional Skills English – if required

KNOWLEDGE

- The Organisation
- Value of their Skills
- Stakeholders
- Relevant Regulation
- Policies
- Business Fundamentals
- Processes
- External Environment Factors

SKILLS

- IT
- Record and Document Production
- Decision Making
- Interpersonal Skills
- Communications
- Quality
- Planning and Organisation
- Project Management

BEHAVIOURS

- Professionalism
- Personal Qualities
- Managing Performance
- Adaptability
- Responsibility



RESULTS

100%

EPA Pass rate with 68% of learners achieving a Distinction

EXCELLENT

reviews from employers and learners on 'Find an Apprenticeship'

97%

of our learners are satisfied with their overall learning experience





END POINT ASSESSMENT (EPA) REQUIREMENTS

KNOWLEDGE TEST

- Multiple-choice online test - in-centre or remote
- Invigilated under examination conditions
- 60-minute duration
- 50 equally weighted multi-choice questions
- Focuses on non-organisational specific knowledge
- Four possible answers for each question
- Typically completed before progressing to the interview and presentation
- KSBs typically covered in knowledge test include:
 - Project Management
 - Business Fundamentals
 - Relevant Regulation
 - Stakeholders
 - Values of their Skills
 - External Environmental Factors

PORTFOLIO BASED INTERVIEW

- 30 to 45-minute duration
- Showcase portfolio provides the basis for the interview
- Interview will focus on the apprentices understanding of the portfolio, self-reflection of performance, demonstration of knowledge, and application of skills and behaviours
- KSBs typically covered in the portfolio interview include:
 - IT
 - Adaptability
 - Responsibility
 - Professionalism
 - Communications
 - Stakeholders
 - Quality
 - Relevant Regulation
 - The Organisation
 - Interpersonal Skills
 - Value of their Skills
 - Personal Qualities
 - Planning and Organisation
 - Record and Documentation Production

PROJECT PRESENTATION

- 10 to 15-minute presentation delivery
- 10 to 15-minute question and answer session
- Presentation focus is on implementation of the project
- Presentation should summarise the aim, responsibilities, and outcome of the project
- Presentation is expected to be completed using PowerPoint or Prezi
- Project should account for 21 to 35 working hours
- Project must be work-based
- KSBs typically covered in the project presentation include:
 - Processes
 - Communications
 - Managing Performance
 - Planning and Organisation
 - Responsibility
 - IT
 - Project Management
 - Decision Making
 - Stakeholders
 - Interpersonal Skills