



Apprenticeship Course Guide
Business Administrator
Level 3

Business Administrator

Business Administrators have a highly transferable set of Knowledge, Skills and Behaviours (KSB) that can be applied in all sectors.

This includes small and large businesses alike; from the public, private and charitable sectors. The role may involve working independently or as part of a team and will involve developing, implementing, maintaining and improving administrative services. Business administrators develop key skills and behaviours to support their own progression towards management responsibilities.

The responsibilities of the role are to support and engage with different parts of the organisation and interact with internal or external customers. With a focus on adding value, the role of business administrator contributes to the efficiency of an organisation.

PRICES FOR EMPLOYER

Total Fee: £5000

Non-Levy Fee: £250 (Subject to Conditions)

DURATION

TOTAL DURATION (CONTRACT NEEDED)

18 months

DELIVERY DURATION 15 months

EPA DURATION 3 months

ENTRY REQUIREMENTS/ FUNCTIONAL SKILLS

Typically, 4 GCSE's at Grade 4/C or above, including Level 2 or GCSE C/4 or above in English.

If an Apprentice has not already achieved Level 2 (GCSE C/4 or above) English & Maths they must: -Study for and achieve Functional Skills Level 2 English.

Level 1 BKSB score must be achieved in English and Maths as a minimum.

Recommended over 18's and industry experience

OFF THE JOB TRAINING

On-programme is the learning phase for Apprentices to apply the academic theory to their own organisations and role, and to capture the skills, knowledge and behaviours developed on the programme and in the workplace. To achieve this, Apprentices need to complete off-the-job training during the on-programme phase of their Apprenticeship, this is tracked and monitored through our e-portfolio. This might be achieved through shadowing colleagues, E-learning, internal training and research as well as taught sessions by Loughborough College.

PROGRAMME CONTENT INCLUDES

Regular formative assessment, development of a portfolio demonstrating learning and development activities with their application in the workplace and a work-based project. Learning about your own organisation at work. As part of the qualification, Apprentices must complete all units and be competent in a real work environment, in areas such as:

- Planning & Organisation
- Project Management
- IT
- Record and document production
- Managing Performance
- Decision Making
- Communications
- Interpersonal Skills
- Professionalism
- Quality
- Own organisation
- Value of their skills
- Stakeholders
- Relevant regulation and policies
- Business Fundamentals
- Processes
- External environmental factors.

QUALIFICATIONS OBTAINED

- L3 Apprenticeship Standard in Business Administrator
- L2 Functional Skills English and maths (if required)

WORKPLACE ROLES

You can work in a range of environments within a Business Administration profession. Existing staff who have hands on experience but desire a Business qualification for further development or new entrants with previous work experience, who want to work in a business environment are eligible for this Apprenticeship.

PROGRESSION

- L3 Team Leader/Supervisor
- Marketing professional qualification
- AAT Professional qualification

END POINT ASSESSMENT

The independent end-point assessment organisation (EPAO) needs to be on the Education and Skills Funding Agency's Register of End-point Assessment Organisations (RoEPAO). In carrying out assessment, the EPAO is responsible for reliable judgements being made at EPA and is to be overseen by the Institute for Apprenticeships and Technical Education for external quality assurance. The EPAO is responsible for internal quality assurance, with the following guidance given:

- The implementation of detailed marking criteria, clearly explaining how the knowledge, skills and behaviours can be exhibited to achieve a certain level
- Production of exemplar materials, which can be used to add further clarity and establish guidelines for assessment against the stated criteria of the Standard
- Standardised assessment through use of online methods and accurate reporting of other methods used, evidencing requirements and reaching reliable judgements
- Regional, pan-sectoral or national meetings should be held at least every 12 months to encourage standardisation and moderation of assessment process
- Assessors are able to deliver reliable assessment through effective use of systems
- Consistent internal quality checks on assessors in evidencing learning outcomes.

The holistic-focus of the EPA is designed to deliver valid assessment of the apprentice, in meeting knowledge, skills and behavioural requirements across the Standard. These should be demonstrated and evidenced to achieve valid judgement. It is the responsibility of the EPAO to have assessors with relevant functional and sector knowledge. This is in order to undertake valid assessments, in-line with defined requirements of being on the RoEPAO, and follow expected process to achieve a valid assessment.

END Point Assessment entails;
Knowledge Test (60 mins multiple choice)
Portfolio based interview
Project Presentation (improvement)

KEY INFORMATION

- Enrolment is roll on roll off all year round, based in the workplace
- Within the first 15 months additional training is delivered at Loughborough College, one morning (9am-12pm) a week for 12 weeks, dates are subject to enrolment date.

ADDITIONAL INFORMATION

During the sessions onsite at Loughborough college the Apprentice will gain an insight into Organisational Structures, Markets and environments, Legislation and Regulations, Policies and Procedures, Stakeholders, Finance and Performing Financial Processes, The Supply Chain and Business Processes, Project Management, Managing Change and Decision Making, Problem Solving & Teamwork. If functional skills are required, you will attend relevant classes onsite at Loughborough College.

Disclaimer

Information provided is correct at the time of print and the college accepts no liability for errors or omissions.

Details can be subject to change without notice, including the provision of courses, times, and dates. Fees and charges can be levied.

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