

Business Administrator

Level

3

Duration

Typically
15 - 18 months

cost £5,000

How can a Business Administrator apprentice benefit my business?

Effective administration sits at the core of all businesses. A Business Administrator apprentice will ensure great communication, be proficient in key software programs, display strong organisational skills and attention to detail, and be resourceful. They will provide admin support to managers, deliver on key business projects and identify process improvements and efficiencies with a focus on adding value.

Who is the Business Administrator apprenticeship for?

This apprenticeship is for any organisation that has administrative processes and procedures. The role may involve working independently or as part of a team and will involve developing, implementing, maintaining and improving administrative services.

What will it cost the business to take on an apprentice?

Levy-paying employers in England can use funds in their Apprenticeship Service Account to fund apprenticeship training costs.

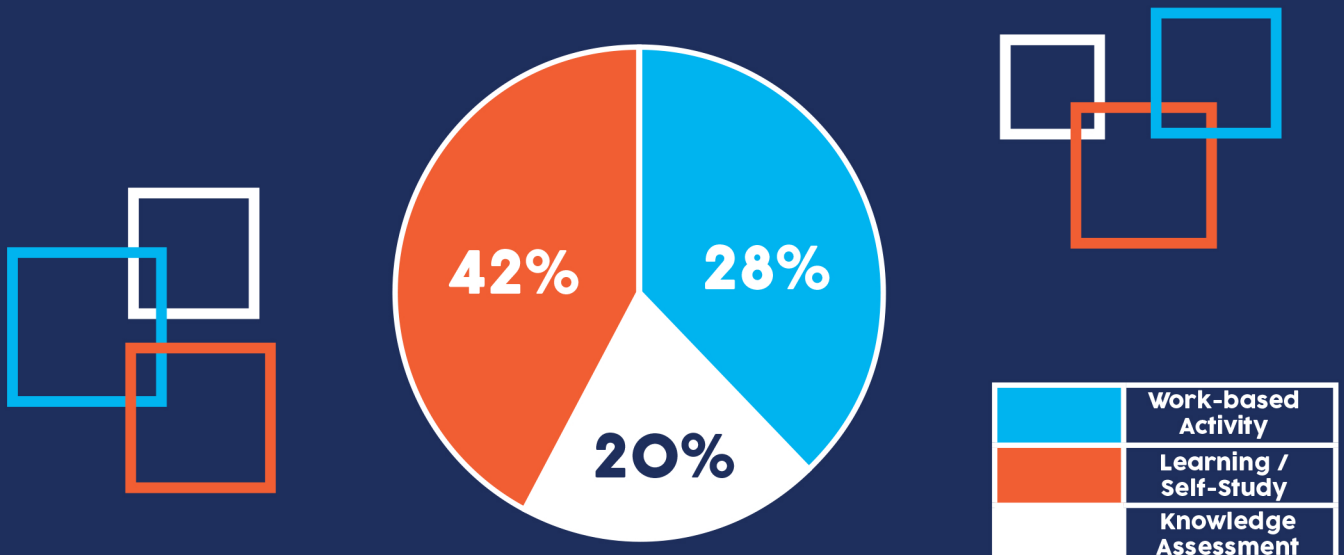
Non-levy paying employers: The government will fund between 95% - 100%* of the cost of training an apprentice.

*This depends on how many people are employed within the company, the age of the apprentice and also if they have been in care or have a Local Authority Education, Health and Care Plan (EHCP).

How is the '20% off-the-job' training delivered?

Option A: Apprentices will attend college once every 4 weeks for delivery sessions with resources available via our e-portfolio system. Apprentices will also receive dedicated 1-1 tutor support (including workplace visits and observations) throughout the programme.

Option B: There is no college attendance for this option. Apprentices receive resources via our online e-portfolio system with dedicated 1-1 tutor support (including workplace visits and observations) throughout the programme.



Functional Skills

If your apprentice does not hold a GCSE 4/5 or equivalent in English and maths, they will be required to complete functional skills. Delivery options will be agreed upon before the commencement of the apprenticeship.

End Point Assessment (EPA)

The EPA tests and validates the knowledge, skills and behaviours that an apprentice has gained during their training and demonstrates the competence of an apprentice in their role. This assessment for the Business Administration Standard consists of:

- A knowledge test
- A work-based project and presentation
- A professional discussion underpinned by a portfolio of evidence

The Learner Journey

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|---------------------|------------------------------|---|
| Month 1 | Sign up and Induction | Skills scan · Developmental activities · Induction · Learning Plan |
| Months 2-6 | On Programme | Knowledge delivery · Workshop attendance · Progress reviews |
| Months 7-12 | On Programme | Skills development · Portfolio building · Work-based tasks · Progress reviews |
| Months 12-16 | Gateway to EPA | Work-based project · Portfolio completion |
| Months 17-18 | EPA | Multiple choice knowledge test · Work-based project and presentation · Professional discussion |

Progression

On successful completion there are several progression routes for your staff based on your business and their specific job role:

- Associate Project Manager Level 4
- Team Leader/Supervisor Level 3
- HR Support Level 3
- Operations / Departmental Manager Level 5

Additional 'Optional' Qualification

Level 3 Diploma for the Business Administrator

Cost: £500

As an addition to the Level 3 Business Administration apprenticeship, your apprentice also has the option to develop their knowledge and skills of business administration with a focus on a particular pathway from the following: General Business Administration, Legal Administration, Medical Administration, Administration for marketing and sales, Human Resources Administration and Administration in an educational setting.