

look forward to a

**BRIGHTER
FUTURE
WITH NBC**

Believe It, Achieve It!

BUSINESS ADMINISTRATOR LEVEL 3

Business administrators have a highly transferable set of knowledge, skills and behaviours that can be applied in all sectors.

This includes small and large businesses alike; from the public sector, private sector and charitable sector. 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, through support of functional areas, working across teams and resolving issues as requested. The flexibility and responsiveness required allows the apprentice to develop a wide range of skills.

What knowledge and skills will the apprentices develop?

IT	Record and document production	Decision making
Interpersonal skills	Communication	Project management

Knowledge

The organisation	Value their skills	Stakeholders
Legislation	Policies	Finance
Project management	Processes	Environment

Behaviours

Professionalism	Adaptability	Responsibility
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Duration

The apprenticeship will typically take between 15 and 18 months to complete.

Where a business administrator has not already achieved Level 2 English and Maths, they must do so before taking the end-point assessment.

The administration role may be a gateway to further career opportunities, such as management or senior support roles.

Cost

This apprenticeship has been allocated a maximum funding band of £5000 which is the anticipated full cost of delivering this standard and the end point assessment. The government will fund 95% of this apprenticeship for 19+ apprentices and 100% for 16-18 year olds for non-levy paying employers.

Delivery

Through on line workshops, classroom delivery and one to one support.

The End Point Assessment

The EPA can only be triggered after 12 months of starting the apprenticeship and is dependent on when the employer and training provider decide the apprentice is ready. EPA is typically expected to conclude within 3 months. The employer has the final decision to progress the apprentice to EPA. The apprentice and training provider should feel confident the learning outcomes have been achieved.

Knowledge Test:

The apprentice undertakes a multi-choice test to last a maximum of 60 minutes and include 50 equally weighted multi-choice questions with four possible answers each. The assessment should typically be passed before the apprentice progresses to the interview and presentation

Portfolio-based Interview:

The interview is for 30-45 minutes and graded by the Independent End-point Assessment Organisation (EPAO). The Portfolio of Learning provides a structure for this conversation. The Portfolio should provide at least one piece of evidence for each of the knowledge, skills and behaviours.

Project Presentation:

The apprentice delivers a presentation to the EPAO on a project they have completed or a process they have improved. The presentation lasts 10-15 minutes, with a further 10-15 minutes for a Q&A session. The project is completed from month 9 of the apprenticeship.

