

# Apprenticeships

## Find your inner Superhero

### Business Administrator Level 3



#### Overview

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 managements 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.

The business administrator is expected to deliver their responsibilities efficiently and with integrity – showing a positive attitude. The role involves demonstrating strong communication skills (both written and verbal) and adopting a proactive approach to developing skills. The business administrator is also expected to show initiative, managing priorities and own time, problem solving skills, decision making skills and the potential for people management responsibilities through mentoring or coaching others.

Length of Programme:  
12 Months

## Modules Include:

- Information technology
- Record and document production
- Interpersonal skills
- Communications
- Quality
- Planning and Organisation
- Project Management
- Stakeholder Management
- Relevant regulation & policies
- Business fundamentals
- Managing Performance

And much more.....



These modules are all underpinned by a set of behaviours

## Benefits:

- Completion of this qualification can be a gateway to further career opportunities such as management or senior support roles
- Knowledge Builder – helps understanding the knowledge and skills required to work successfully within Business
- Earn as you learn
- Government Recognised Qualification - equivalent to A Levels



## End Point Assessment:

End Point Assessment or EPA as its known has been created to assess the knowledge, skills and behaviours gained throughout the qualification. EPA is conducted by an external independent body chosen by the employer. EPA offers the chance to showcase your skills and be awarded a grade that reflects your performance. For this qualification the EPA consists of the following:

- 60 minute Knowledge Test (multiple choice)
- 45 minute portfolio based interview (portfolio needs to show one piece of evidence for each of the skills, knowledge and behaviours, the portfolio is not directly assessed, it underpins the interview)
- 30 minute project Presentation and Q & A (project is on a work related subject of your choice with agreement from your coach)