

# Apprenticeship in Business Administration

## Level 3

<b>Accreditation</b>	Pearson
<b>Course duration</b>	12-18 months
<b>Certificate valid for</b>	Never expires

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### Who should attend

This new apprenticeship standard is a minimum 12-month programme and should typically be completed within 18 months. It is for apprentices who wish to gain the skills, knowledge and behavioural competencies required to work within a Business Administration role.

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### Course information

#### Overview

Apprentices will develop a highly transferable set of knowledge, skills and behaviours that can be applied in small and large businesses alike; from the public sector, private sector and charitable sector. They will bring added value to the business, contributing to the efficiency of an organisation, through support of functional areas, working across teams and resolving issues as requested.

This role requires strong verbal and written communication skills and for apprentices to work independently and with initiative, taking responsibility for the outcomes of their work including developing, implementing, maintaining and improving business administrative functions and services.

#### The qualification gives learners the opportunity to:

- develop the technical knowledge and understanding that underpins competence in an administrative job role
- develop and demonstrate a range of transferable skills and professional behaviours and attributes in the work environment
- develop and demonstrate a range of technical skills to carry out their job role successfully in the work environment
- achieve a nationally recognised Level 3 qualification
- develop confidence and readiness for the apprenticeship end-point assessment
- develop personal growth and engagement in learning

#### Entry Requirements

No prior knowledge, understanding, skills or qualifications are required before learners register for this qualification.

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## Assessment

There are three components that make up end-point assessment for the Business Administrator apprenticeship standard.

End-point assessment will consist of a:

- **Knowledge Test:** a multiple choice test comprising of 50 equally weighted questions with four possible answers each.
- **Portfolio based interview:** The apprentice is interviewed by the independent assessor with a portfolio of learning providing the structure for the interview.
- **Project presentation:** A presentation including Q&A delivered by the apprentice to the independent assessor on a project they have completed or a process they have improved.

Apprentices must achieve at least 60% within each component of the end-point assessment to pass the apprenticeship.

A merit and distinction will be awarded for total marks of 60-79% and 80% and over respectively.

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## Certification

To be awarded the Apprenticeship in Business Administrator Level 3, candidates must achieve the following components:

- Diploma in Business Administrator Level 3
- English Level 2 Functional Skill
- Maths Level 2 Functional Skill

End-Point Assessment - Apprentices must pass end-point assessment to be awarded the Apprenticeship in Business Administrator Level 3.

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## More details

### Progression Opportunities

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