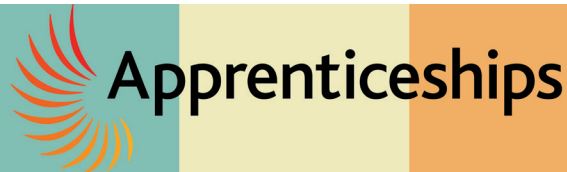


Level 3 Business Administration Trailblazer (Business Administrator)



Accreditation: City & Guilds

Course Duration: 12-18 months

Regulator: IfATE/ Ofqual

Who is this Apprenticeship for?

Ideal for aspiring professionals taking their first step into business administration, or those with some experience of working independently or as part of a team in developing, implementing, and improving administrative services but require additional knowledge, skills, and behaviours (KSBs) to fulfil their role effectively. ESS offers a personalised learning journey via a proven blended delivery model, with the role of the ESS L&M Coach ensuring high-level teaching, learning and assessment in developing a range of occupational competencies for each Apprentice to demonstrate meaningful progression.

ESS have the ability to individualise every Apprentices curriculum of intent by producing a bespoke learning and delivery plan tailored specifically around the individuals need and that of their Employer / Mentor, by incorporating additional content from our e-learning portfolio and providing a more enhanced and valuable Apprenticeship experience.

Prior achievement and proficiency against the KSBs are carefully considered from the start to ensure time on programme is maximised. ESS offers robust CIAG to ensure that each Apprentice understands the context of their learning, the assessment methodology and that their future career progression is carefully mapped into their journey.

The responsibilities of a Business Administrator are to support and engage with different parts of the organisation and interact with internal and / 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 required. The flexibility and responsiveness required allows an Apprentice to develop a wide range of diverse and transferable skills.

Benefits for Apprentices and Employers:

- Develop a range of new responsibilities, build resilience and integrity, showing a positive proactive attitude.
- Showcase strong communication skills and understanding the importance of operating in line with an organisation's values and role modelling behaviour.
- Gain confidence in demonstrating initiative, managing priorities, problem-solving and effective decision-making.

Entry Requirements

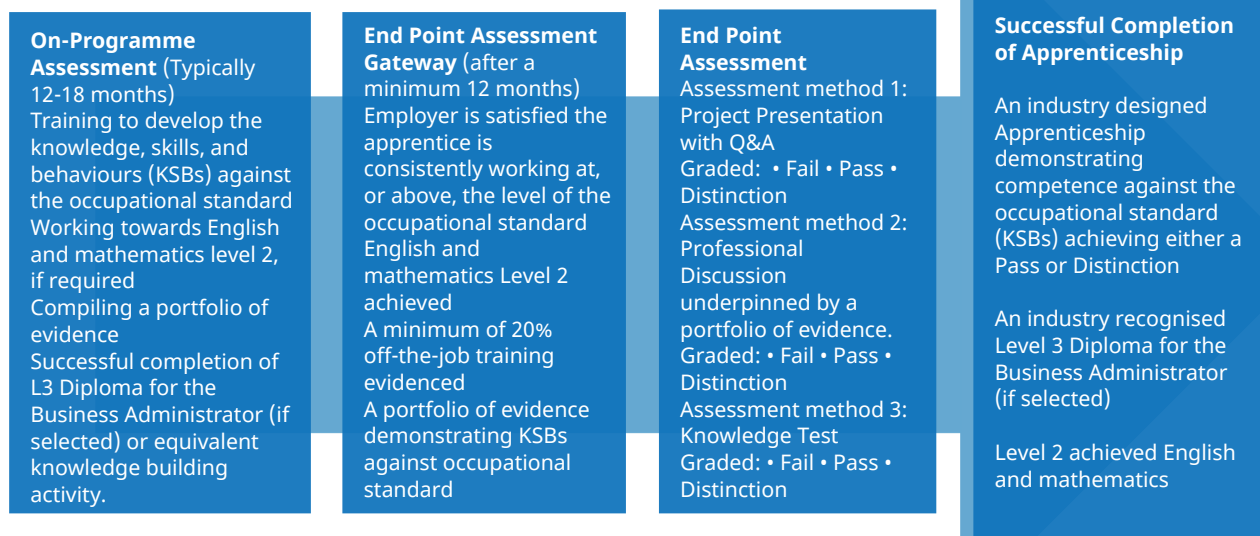
A thorough assessment of prior learning against the occupational standard (aligned with the KSBs) will be made to assess suitability as well as consideration of other relevant information. However, Apprentices must be employed in a suitable role with the ability to contribute to operational processes, support the organisational strategy and assist in functional procedures in developing other team members, so they are in a position to meet the assessment demands of the qualification, which are work based and reflective in nature.

End Point Assessment (EPA)

Full-time Apprentices will typically spend 12 - 18 months on-programme (prior to Gateway) working towards the occupational standard, with a minimum of 20% off-the-job training evidenced throughout the programme. All Apprentices must spend a minimum of 12 months on-programme.

The EPA period should only start, and the EPA be arranged, once the employer is satisfied that the Apprentice is deemed to be consistently working at or above the level set out in the occupational standard and all of the pre-requisite Gateway requirements for EPA have been met and can be evidenced to an EPAO. For Level 3 Apprenticeships and above Apprentices without English and mathematics at level 2 must achieve this prior to taking their EPA.

EPA Pathway



Qualifications

Apprentices are also given the opportunity to undertake a City & Guilds Level 3 qualification (Level 3 Diploma for the Business Administrator) which provides full coverage of the 'on programme' element of the Business Administrator Apprenticeship Standard. The City & Guilds Level 3 qualification uses the assessment methods which are utilised as part of the End-Point Assessment (EPA) of the Level 3 Business Administrator Assessment Plan in order to enable learners to prepare for the EPA. The qualification may also be delivered independent of an Apprenticeship.

Careers and Prospects

On completion, Apprentices may choose to progress to higher Business Administrator programmes or the Level 3 Management Trailblazer if their role suits and to support their professional career development and progression. More information regarding this particular Apprenticeship and Institute for Apprenticeships & Technical Education (IfATE) can be found here

<https://www.instituteforapprenticeships.org/apprenticeship-standards/business-administrator-v1-0>