

# Business Administrator

## LEVEL 3

 12 month programme + EPA

This advanced apprenticeship has been designed to help professionals form in-depth knowledge of the industry and business environment in which they work.

### Introduction to the course

Successful Business Administrators enjoy a skill set that contributes to an organisation's efficiency and is transferable across all business sectors. As an advanced apprenticeship, this programme has been designed to allow learners to develop their skill set by helping them to form in-depth knowledge of the industry and business environment in which they work.

### Learner outcomes

Learners will develop their knowledge of the business principles, laws, and regulations to enable them to meet stakeholder needs and expectations.

This includes:

1. Communicating effectively with all stakeholders in a business environment.
2. Managing resources in line with an organisation's core values and business principles.
3. Understanding the logistics of managing events and projects.

This programme will enable the learner to assess the growing range of communication tools now available to a business and apply the appropriate workplace communication method to ensure effective and impactful communication.

### Assessment

The apprenticeship includes an End-Point assessment which comprises of a multiple-choice online assessment which lasts for a maximum of 60 minutes, a portfolio-based interview, and a project presentation.

Apprentices will need to complete Level 2 English and Mathematics before taking their final assessment.

### A good fit for

Learners looking to enter business administration roles or existing staff wanting to develop in their roles.

### What's next?

Upon completing this apprenticeship, learners are eligible to join the Institute of Customer Service. An apprentice could further their career with a CMI Operations Manager Level 5 or Business and Professional Administration Level 4.

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### Course overview



**Start Date**  
Flexible



**Level**  
3



**Duration**  
12 months + 3 months EPA



**Delivery**  
Blended



**Assessment**  
On-Programme and End-Point Assessment



**Qualification**  
Business Administrator Level 3



**Entry Requirements**  
None, however your employer may set job role and responsibility specific requirements.

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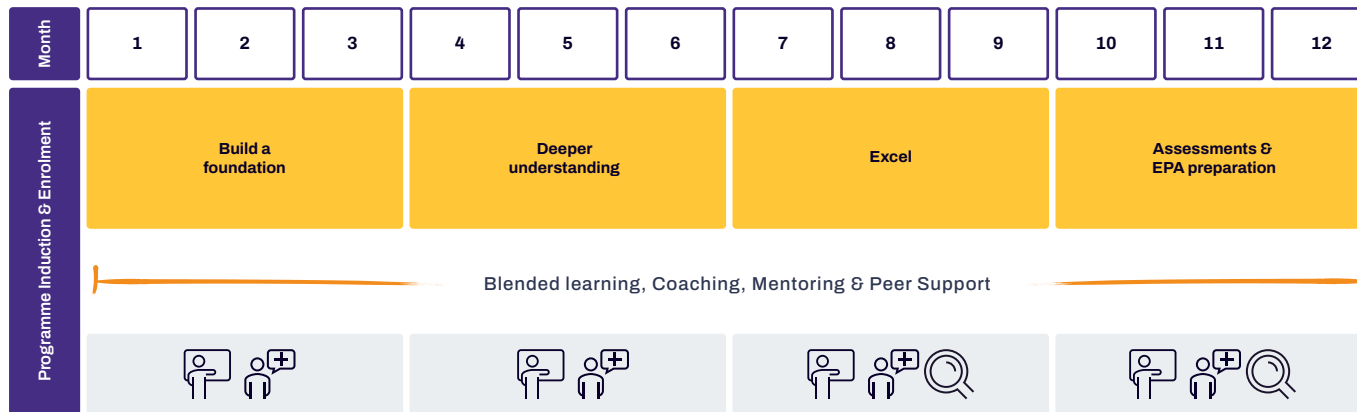
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unlocking potential  
delivering personalisation  
enhancing performance

## Blended Delivery Model



Maths & English Level 2

\* Maths and English functional skills may be included in your apprenticeship programme depending on the programme requirements and your prior attainment level.

Gateway



End Point Assessment

6 Months

- Knowledge Test
- Portfolio Based Interview
- Project Presentation

 Apprenticeship Achieved

Key



Workshop



Project



Progress reviews