

# BUSINESS ADMINISTRATOR LEVEL 3

The business administrator apprenticeship provides the knowledge, skills, behaviours, and experience, it provides a firm grounding in organisational operations and functional processes, as well as the wider working environment.

Business administrators can work in a variety of roles across private, public and third sector organisations of various sizes. Roles and specific responsibilities of business administrators vary, however the knowledge, skills and behaviours required will be the same regardless of organisational sector and size.

Key responsibilities include developing, implementing, maintaining and improving administrative services. In doing so, the apprentice is expected to work independently and take responsibility for the outcomes of their work, with support of the employer and the training provider. Through working across functional areas, apprentices build team relationships quickly and learn from others to develop specific skill sets.

ST00070 Version 1.0

18 months minimum to gateway

LARS 196

EQA Ofqual

Grading Pass/Distinction/Fail

## Gateway Requirements

- Level 2 Functional Skills - English and Maths
- Complete improvement project and presentation
- Occupational Competence
- Behaviours
- Portfolio of Learning

## Assessment Methods

### Online Multiple-Choice Test

50 equally weighted multiple-choice questions to be completed within 60 minutes. The assessment should be passed before the apprentice moves onto the interview and presentation.

### Portfolio Interview

A 30-45 minute interview, based around the portfolio of learning. The apprentice will upload their portfolio to ACE360 one month prior to the interview date, the portfolio should provide at least one piece of evidence for each of the minimum knowledge, skills and behaviours.

### Project and Presentation

A 10-15-minute presentation with a further 10-15 minutes for a Q&A session. The apprentice will deliver a presentation on a project they have completed or a process they have improved. This project should be started at month 9 of the apprenticeship and must be completed prior to gateway being triggered. The apprentice will upload this to ACE360 for review.

Registration on ACE360

On programme delivery

Gateway

Assessment

Certification

