

Business Administrator Level 3



Course Overview

Business Administrators have a highly transferable set of knowledge, skills and behaviours that can be applied in all sectors. 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 management responsibilities.

Duration

18 to 21 months

Course Contents

This programme covers a range of concepts, approaches and techniques that are applicable to each module for which apprentices are required to demonstrate their knowledge, skills and understanding.



**YOU
WILL
ALSO
ACHIEVE**

Level 2 Qualifications in English & Maths (if not already achieved)

The Organisation	Value of their skills	Stakeholders	Relevant Regulations	Behaviours
Policies	Business Fundamentals	Processes	External Environment Factors	Quality
Information Technology	Project Management	Record & Document Production	Communications	Planning & Organisation
Interpersonal Skills		Decision Making		

End Point Assessment (EPA)

The EPA will comprise:

Knowledge Test - The apprentice will undertake a multiple-choice test to last a maximum of 60 minutes.

Project Presentation - The project presentation will be a presentation delivered by the apprentice to the end-point assessor.

Portfolio-Based Interview - The portfolio-based interview will last for 45 minutes and will assess the apprentice's competence, self-reflection, judgement and understanding of their entire apprenticeship.