

# Business Administrator

Level 3  
Apprenticeship Standard

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## Who is this qualification for?

Business Administrators need a highly transferable set of knowledge, skills, and behaviours that can be applied across all sectors. This includes small or large businesses in the private and charitable sectors as well as public organisations.

The role usually involves working independently and as part of a team and includes developing, implementing, maintaining and improving administrative services. Business Administrators develop the skills they need to progress towards management responsibilities. Specific job roles may include: Business Administrators, Project Administrators, Personal Assistants or Team Coordinators.

The key responsibilities of these individuals are likely to include:

- Supporting and engaging with different parts of the organisation.
- Interacting with internal and/or external customers.
- Contributing to the efficiency of the organisation.
- Working across teams and resolving issues as requested.

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## The Journey

There are three key stages to the delivery of the Apprenticeship:

- On Programme
- Gateway
- End Point Assessment (EPA)



## Gateway

The Gateway is the opportunity for the provider and the employer to agree whether the Apprentice is ready to take their EPA. Considerations for this are:

- Has the Apprentice been on programme for a minimum of 12 months?
- Has the Apprentice completed their level 2 English and Maths qualifications?
- Has the Apprentice been assessed against all of the knowledge, skills and behaviours?
- Has the Apprentice had the opportunity to take mock tests and practice interviews?



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### On Programme

This is the substantive part of the Apprenticeship and includes both on-the-job and off-the-job training and assessment. During this stage the learner will develop skills, knowledge and behaviours, as outlined in the two-part Standard. One of the key features of the Standard Apprenticeship is flexibility. Providers and employers now have more choice in how they deliver the On-Programme component of the Apprenticeship. A blend of resources and employer/provider designed materials are used to deliver bespoke Apprenticeship programmes that meet the needs of employers and learners.

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### Study Mode

Our provision is delivered through a mixture of face-to-face visits, e-learning and live or recorded webinars. Learners have 24/7 access to course materials and resources. This minimises travel, hiring of venues and time out of the office.

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### Entry Requirements

The entry requirement for this Apprenticeship will be decided by the employer but will typically be five GCSEs at Grade C or above. Learners must be in a job role relevant to the Apprenticeship. Learners without existing qualifications in English and Maths at Level 2 must achieve this prior to EPA.

### End Point Assessment

The EPA for the Business Administrator Apprenticeship will include:

- Knowledge test using scenarios and questions.
- Structured competency based interview.
- Assessment of portfolio of evidence.
- Professional discussion related to CPD activity.

The EPA is carried out by an independent Apprentice Assessment Organisation (AAO). Riverside will advise and engage with a suitable AAO on behalf of the learner and employer.



#### Duration

Typically this apprenticeship will take 12 - 18 Months



#### Funding Cap

£5,000

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