

# BUSINESS ADMINISTRATOR LEVEL 3

  
**Ofsted**  
Good Provider  
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## ABOUT

A Business Administrator Apprentice will gain knowledge and skills such as:

- Business fundamentals – understanding business principles including managing change
- Making effective decisions based on sound reasoning and being able to deal with challenges
- Use project management principles and tools to scope, plan, monitor and report
- Facilitating office organisation and communication by performing administrative duties.
- The company's mission and available products/services.
- The company's Health, Safety and Environmental policies.
- Providing office support including customer and employee support.
- Interacting and building relationships with clients and stakeholders on the telephone.
- Communicating with external suppliers and stakeholders.
- Using spreadsheets to track expenses and company spending.
- Using Microsoft Office, Word, Outlook, Excel, and PowerPoint



## ENTRY REQUIREMENTS

Where a business administrator has not already achieved Level 2 English and Maths, they must do so before completing End-Point Assessment.



## TYPICAL JOB ROLES

- Business Administrator
- Revenue Business Administrator
- Technical Business Administrator
- Business Operations Administrator
- Business Support Administrator
- IT Business Administrator
- Housing Business Administrator



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**DURATION: 15 MONTHS**

For apprentice to complete.

## EPA REQUIREMENTS

At the end of an apprenticeship, learners are required to carry out End-Point Assessment.

The EPA components for this standard are:

Knowledge Test • Portfolio Based Interview • Project Presentation

## HOW IT WORKS



### 1. SCOPING SESSION

We provide an initial scoping session, which includes everything from mapping the Job Role to the correct Level Apprenticeship, agreeing delivery programmes and helping employers understand the apprenticeship funding process.



### 2. ENROLMENT

We enrol/induct the learners and explain how a bespoke delivery plan, based on the requirements of the business, will work in practical terms.



### 3. DELIVERY

Over the duration of the training we support the learners in the workplace with face to face and remote sessions. We also support the apprentices' mentor and/or line manager's involvement in overseeing the Apprenticeship training.



### 4. ASSESSMENT

We arrange all relevant End-Point Assessment and prepare the learner on what to expect during End-Point Assessment.



### 5. CERTIFICATION

Following the successful completion of the training the learner receives their certification.



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Email Us: [info@nweat.co.uk](mailto:info@nweat.co.uk)



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