

### Qualification Fact Sheet

<b>Apprenticeship Title:</b>	Business Administrator
<b>Route:</b>	Business and administration
<b>Overview</b>	<p>Delivered over a period of 12 - 18 months, this apprenticeship provides a highly transferable set of knowledge, skills and behaviours, gained by working across an organisation and its processes. The apprenticeship is a firm grounding in organisational operations and functional processes, as well as the wider working environment.</p> <p>We tailor our delivery by using a blended learning approach. This will meet and develop a variety of learning styles and increase value with embedded additional courses.</p> <p>Our flexible, partnership approach will ensure the delivery is suitable for the needs of your organisation, and your candidates are working towards clear expectations to ensure readiness for end point assessment.</p>
<b>Level</b>	3
<b>Reference</b>	ST0070
<b>Suitable Roles</b>	This apprenticeship is suitable for candidates who support and engage with different parts of the organisation and interact with internal or external customers.

## Knowledge, skills and behaviours

**Key knowledge areas developed include:** The organisation, Value of their skills, Stakeholders, Relevant regulation, Policies, Business fundamentals, Processes, and external environmental factors.

**Key skills developed include:** IT, Record and document production, Decision making, Interpersonal skills, Communications, Quality, Planning and organisation, and Project management.

**Key behaviours developed include:** Professionalism, Personal qualities, Managing performance, Adaptability and Responsibility.

## Component parts

The apprenticeship can be divided into three clear sections:

**Learner Induction Period** lasting up to three months Planning meetings take place between the learner, employer and provider to reflect and identify areas of focus and establish expectations in supporting the learner to meet the Standard.

**On Programme** This phase follows on from the Induction Period until the learner is ready for EPA (after a minimum overall duration of 1 year). During this time the provider will support learning across all areas of the required knowledge, skills and behaviours, through training and resources. The line manager will be responsible for regular 1 to 1's.

**End Point Assessment** Once the training provides is confident that all of the learning outcomes have been covered, the employer has the final decision to progress the apprentice for EPA after reviewing the Portfolio of Learning and Performance.

***Where a business administrator has not already achieved Level 2 English and Maths, they must do so before taking the end-point assessment. Training and assessment will be planned and carried out during the apprenticeship.***

## Off-the-job training

The apprentice must receive off-the-job training for a minimum of 20% of the time that they are paid to work. This rule applies to all apprenticeships in England.

Off-the-job training is:

- learning completed outside of the normal day-to-day working environment and leads towards the achievement of the apprenticeship
- directly relevant to the apprenticeship.

Depending on the needs of the candidate and organisation this can include the following:

- the teaching of theory - for example lectures, role playing, simulations, exercises or online learning
- can be practical training - for example shadowing, mentoring and industry visits
- learning support and time spent writing assessments or assignments
- additional courses will be embedded as required/agreed contributing to off-the-job training.

## End Point Assessment

This will be carried out by the End Point Assessment Organisation and includes 3 assessments.

- Knowledge test lasting 60 minutes for 20%
- Portfolio-based interview lasting 30-45 minutes for 40%
- Project/improvement presentation lasting 20-30 minutes for 40%