

# Davidson Training UK Ltd

## Business Administrator Apprenticeship Standard Level 3



This apprenticeship is for individuals working within a business administrator role in any business.

The role may involve working independently or as part of a team and will involve developing, implementing, maintaining and improving administrative services. Responsibilities are to support and engage with different parts of the organisation and interact with internal or external customers.

With a focus on adding value, the role of business administrator contributes to the efficiency of an organisation, through support of functional areas, working across teams and resolving issues as requested.



**The Business Administrator Level 3 Apprenticeship is made up of several components which cover the programme.**

#### **SKILLS**

- ⇒ IT
- ⇒ Record and document production
- ⇒ Decision making
- ⇒ Interpersonal skills
- ⇒ Communications
- ⇒ Quality
- ⇒ Planning and organization
- ⇒ Project Management

#### **KNOWLEDGE**

- ⇒ The organization
- ⇒ Value of their skills
- ⇒ Stakeholders
- ⇒ Relevant regulation
- ⇒ Policies
- ⇒ Business fundamentals
- ⇒ Processes
- ⇒ External and environmental factors

#### **BEHAVIOURS**

- ⇒ Professionalism
- ⇒ Personal qualities
- ⇒ Managing performance
- ⇒ Adaptability
- ⇒ Responsibility

## **Business Administrator Apprenticeship Standard Level 3**

### **Level 2 Functional Skills in Maths (if no prior exemption)**

### **Level 2 Functional Skills in English (if no prior exemption)**

This is a level 3 apprenticeship standard that has a minimum duration of 12 months.

The apprenticeship provides a highly transferable set of knowledge, skills and behaviours.

The business administrator is expected to deliver their responsibilities efficiently and with integrity - showing a positive attitude. The role involves demonstrating strong communication skills (both written and verbal) and adopting a proactive approach to developing their skills. The business administrator is also expected to show initiative, manage their priorities and own time, demonstrate problem-solving skills, decision-making and potentially people management through mentoring or coaching others.

The responsibilities of the role are to support and engage with different parts of the organisation and interact with internal or external customers. They will focus on adding values, contributing to the efficiency of the organisation, supporting functional areas, team work and problem solving.

Apprentices will be assessed on their knowledge, skills and behaviours throughout the apprenticeship and supported by visits from a trainer at least every 4 weeks. Training will also take place online and via Teams, Zoom or similar platforms.

Throughout the period of learning and development, the apprentice will meet with the employer and trainer to record their progress. At these reviews, the employer and trainer assessor will: set learning goals, track the apprentice's progress and make any required and agreed changes to their development plan and coordinate 20% of the apprentice's time being spent in off-the-job training.



## END POINT ASSESSMENT

End-point assessment (EPA) is an assessment of the knowledge, skills and behaviours that the apprentice has learned throughout an apprenticeship, which confirms that they are occupationally competent.

The end-point assessment for business administrator is made up of 3 components.

1. 60-minute knowledge test consisting of 50 questions. This should typically be passed before progressing to the interview or
2. Project presentation, which should last 15 minutes with a further 15 minutes for a Q&A session.
3. 45-minute portfolio-based interview.



### KNOWLEDGE TEST

The knowledge test will assess the apprentice's sector specific knowledge outlined in the standard. This includes:

- ⇒ project management
- ⇒ Relevant regulation
- ⇒ the organisation
- ⇒ business fundamentals
- ⇒ stakeholders
- ⇒ external environment factors

### PROJECT PRESENTATION

The apprentice will start their project from month 9 of the apprenticeship, and this should be completed prior to the end-point assessment being triggered. The apprentice will deliver a presentation on the project they have completed or a process they have improved. The presentation lasts 15 minutes, with a further 15 minutes for a Q&A session.

### PORTFOLIO BASED INTERVIEW

The interview assesses the apprentice's understanding and learning throughout the programme.

The interview will last 45 minutes. The portfolio of learning provides a structure for this conversation and should provide at least 1 piece of evidence for each of the knowledge, skills and behaviours outlined.



## **Non-Levy Paying Employers (With less than 50 employees)**

This apprenticeship is fully funded by the government if you have **LESS** than 50 employees and the apprentice is aged 16-18 or the apprentice is 19-24 and has previously been in care or has a Local Authority Education and Health Care Plan.

Otherwise there is a charge of £250 which can be paid over the first 5 months of the apprenticeship or in full at the start.

## **Non-Levy Paying Employers (With 50 employees or more)—£250.00**

This apprenticeship costs £5,000 and is funded by both the employer and the government. The government will pay 95% (£4,750) of the cost. This can be paid monthly over the first 5 months of the apprenticeship or in full at the start.

## **Levy Paying Employers—£5,000.00**

This apprenticeship costs £5,000 which is funded from the employer's levy pot via the Apprenticeship Service over the course of the apprenticeship.

## **Why choose Davidson Training UK Ltd?**

Based in Essex, we cover the South East ,East of England, Essex, London and Nationally. Davidson Training has a proven track record of successfully delivering innovative training to thousands of apprentices and employers for over 25 years. We are dedicated to supporting our apprentices and employers, improving organisation's development opportunities and apprentices career development.

**Are you interested? Do you have any questions?**

**Call us on: 01375 480088**

**[lorrainebunyard@davidsontraining.com](mailto:lorrainebunyard@davidsontraining.com)**