

train  
motivate  
inspire

# Business Administrator

**TOTAL**  
TRAINING PROVISION

## Level 3 Apprenticeship Standard

Duration of the Apprenticeship - 16 Months

Business administrators have a highly transferable set of knowledge, skills and behaviours that can be applied in all sectors. This includes small and large businesses alike; from the public sector, private sector and charitable sector. 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.

The responsibilities of the role 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 flexibility and responsiveness required allows the apprentice to develop a wide range of skills,

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 skills. The business administrator is also expected to show initiative, managing priorities and own time, problem-solving skills, decision-making and the potential for people management responsibilities through mentoring or coaching others.

### Entry requirements

Candidates will be required to undertake Initial Assessments in Maths and English and achieve a Level 1 outcome on their initial assessment results.

### Functional Skills

All apprentices will need to undertake Functional Skills in Maths & English at Level 2 as a mandatory part of their Apprenticeship and must do so before taking the End Point Assessment. Candidates who have achieved GCSE's or A levels in Maths & English A-C will be exempt from having to complete their functional skills with valid proof of their exemption certificates.

### Progression opportunities

Apprentices who successfully achieve their level 3 Business Administrator standard could progress onto a level 4. It may also be a gateway to further career opportunities, such as management or senior support roles.

## Programme Overview

Apprentices will be learning new Skills, Knowledge and Behaviours as part of their job role. Apprentices will benefit from teaching and learning on the job putting their skills into practice.

Additionally, apprentices will undertake off the job learning activities and other work-based duties which will contribute to successful completion of their apprenticeship programme.

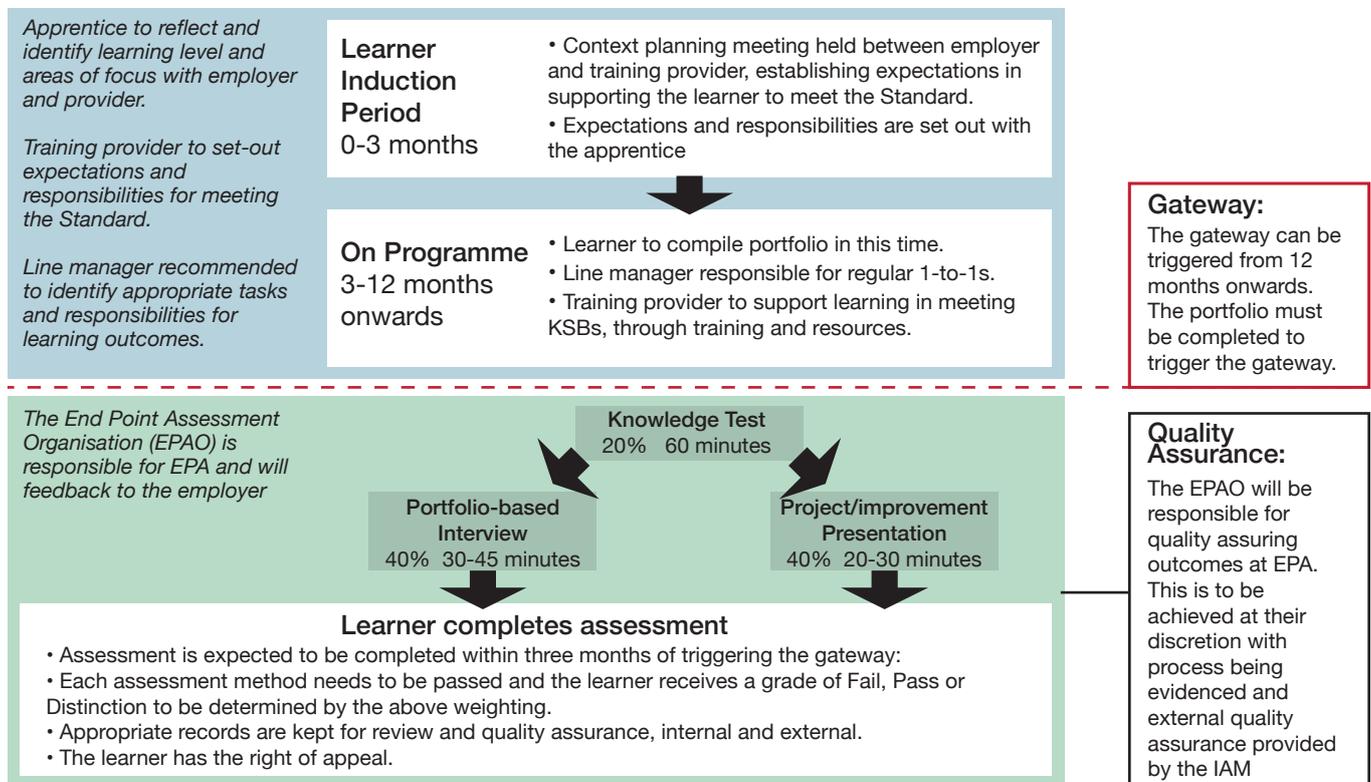
Apprentices will receive regular visits from their training assessors and have access to learning resources to support their learning and development on and off the job.

## End Point Assessment

The End Point Assessment (EPA) can only be triggered after 12 months of starting the apprenticeship and is dependent on when the employer and training provider decide the apprentice is ready. EPA is typically expected to conclude within 3 months.

The employer has the final decision to progress the apprentice to EPA.

The apprentice and training provider should feel confident the learning outcomes have been achieved.



## Grading

The Grading will only apply to the end-point assessment. This will be Pass or Distinction only.

The overall pass mark is 60% and a distinction can be awarded for higher levels of attainment:

- Fail = less than 60%
- Pass = 60-79
- Distinction = 80% and over

*Please contact us for more information:*

**0800 038 5666**  
**info@total-tp.com**

Silver House, Silver Street, Doncaster, DN1 1HL

**www.total-tp.com**

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