

BUSINESS ADMINISTRATOR

£ Funding Band: 8 (£5,000)
🕒 Duration: 12-18 months
📊 Level: 3
★ LARS: 196
📄 Standard N°: ST0070

1. THE APPRENTICESHIP

A business administrator will have, under their belt, a wide set of skills that could give them a prospective place in virtually every sector of work there is, in small and large businesses, in the public and private sectors. A business administrator may be able to work on their own or as part of a team developing, implementing, maintaining and improving administrative services. The skills, behaviours and knowledge they attain in their apprenticeship will ultimately direct them upwards towards the responsibilities of management and upper management. Their job will be to know their department, division and the business inside and out: to support and engage with different parts of the organisation and on occasion interacting with internal and external customers. It will be their job, wherever they are, to improve administrative efficiency by working within and across teams and resolving problems when they crop up. Flexibility will be the name of their game: successful apprentices will need to be able to develop a very wide set of skills that will help them in as many situations as possible.



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WE ARE HERE
TO HELP
APPRENTICES
BEE WHAT THEY
WANT TO BEE

2. ON-PROGRAMME

The Apprentice must have completed all on-programme elements in order to begin End-Point Assessment:



20%
**Off-the-Job
Training**



Functional Skills*
Level 2 English
and Maths



Business Project
Summary and
Disclaimer



Portfolio of Evidence
with Mapping and
Tracking Form

3. GATEWAY

In order to enter the Gateway phase, the Apprentice will need to have achieved all the relevant Knowledge, Skills and Behaviours set out in the Apprenticeship Standard. After a meeting between the Apprentice, Employer and Training Provider, it will be the Employer's decision to place an Apprentice through End-Point Assessment.

The Apprentice must have completed all on-programme elements in order to begin End-Point Assessment.

Resources

Training Qualifications UK has developed a range of resources for this Apprenticeship Standard to help the On-Programme Assessor and Apprentice to understand and complete Gateway and each End-Point Assessment component.



Functional Skills*

All Level 3 or higher Apprenticeship Standards require the Apprentice to have successfully completed Level 2 Functional Skills in both English and maths qualifications (or equivalent) in order to progress through Gateway to undertake End-Point Assessment.

As an End-Point Assessment Organisation (EPAO), Training Qualifications UK is required to see evidence of an Apprentice completing the relevant Functional Skills qualification assessments where necessary in order to verify Gateway requirements have been met. To find out what evidence Training Qualifications UK will accept for this Apprenticeship Standard, see our **Level 3 or Higher Apprenticeship Functional Skills guidance** on Verve EPA under the Support Materials.

4. END-POINT ASSESSMENT

The synoptic End-Point Assessment will consist of **three** components. In order to pass the apprenticeship, the Apprentice is required to pass each component:



Knowledge Test

The Knowledge Test consists of 50 multiple-choice questions. Each question will have four answers to choose from, one of which is correct. One mark will be awarded for each correct answer given.

The Apprentice will have a maximum of 60 minutes to complete the test.

★ Fail, Pass or Distinction



Project Presentation

The Apprentice will give a 10-15-minute presentation on a project they have submitted at Gateway.

The presentation will be followed by a 10-15-minute question and answer session.

★ Fail, Pass or Distinction



Portfolio-Based Interview

This is a structured Interview between the Apprentice and their End-Point Assessor. The questions will be based around the Portfolio which the Apprentice submits at Gateway. The Portfolio itself is not directly assessed.

The Interview will last 30-45 minutes.

★ Fail, Pass or Distinction

5. GRADING

Once the **three** assessment components are completed, the Apprentice will be provided with an overall grade for their apprenticeship using the following grading table:

Knowledge Test	Project Presentation	Portfolio-Based Interview	GRADE
Pass	Pass	Pass	Pass
	Distinction	Distinction	Pass
Distinction	Pass	Pass	Pass
		Distinction	Merit
	Distinction	Pass	Merit
		Distinction	Distinction

6. APPRENTICESHIP CERTIFICATION

Once the End-Point Assessor verifies the Apprentice has successfully completed all the End-Point Assessment components, Training Qualifications UK will initiate the certification process. Working with the Education & Skills Funding Agency, we will ensure the Apprentice receives their certificate in recognition of completing their apprenticeship.

7. OCCUPATIONAL COMPETENCE

On completion, the Apprentice may consider applying for positions that require some administration duties or using the apprenticeship as a gateway to pursue careers in management and senior support.

“WE PROVIDE QUALIFICATIONS THAT MEET THE NEEDS OF LEARNERS AND EMPLOYERS”

Why choose Training Qualifications UK?

We're an End-Point Assessment Organisation for the 21st Century. While some are happy with traditional methods, we look for new ways of working to push the industry, our customers and their Apprentices forwards. We do this with a personalised approach to account management built around your needs, quick and responsive service that aims to respond to enquiries within 24 hours, and innovation that delivers efficiency through technology.

With us, you'll get:

1. Expert, tailored End-Point Assessment support
2. Assessor and Apprentice learning resources
3. Access to our straightforward Apprentice management system, Verve EPA
4. A clear and fair pricing structure
5. Marketing and social media support to share your success

More Information

For more information on this Apprenticeship Standard, visit [The Institute for Apprenticeships](https://www.theinstitute.org.uk). Already working with Training Qualifications UK? Contact your dedicated Client Relationship Officer to find out more about this Standard and others. If you're new to Training Qualifications UK, you can get in touch through the below channels.

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