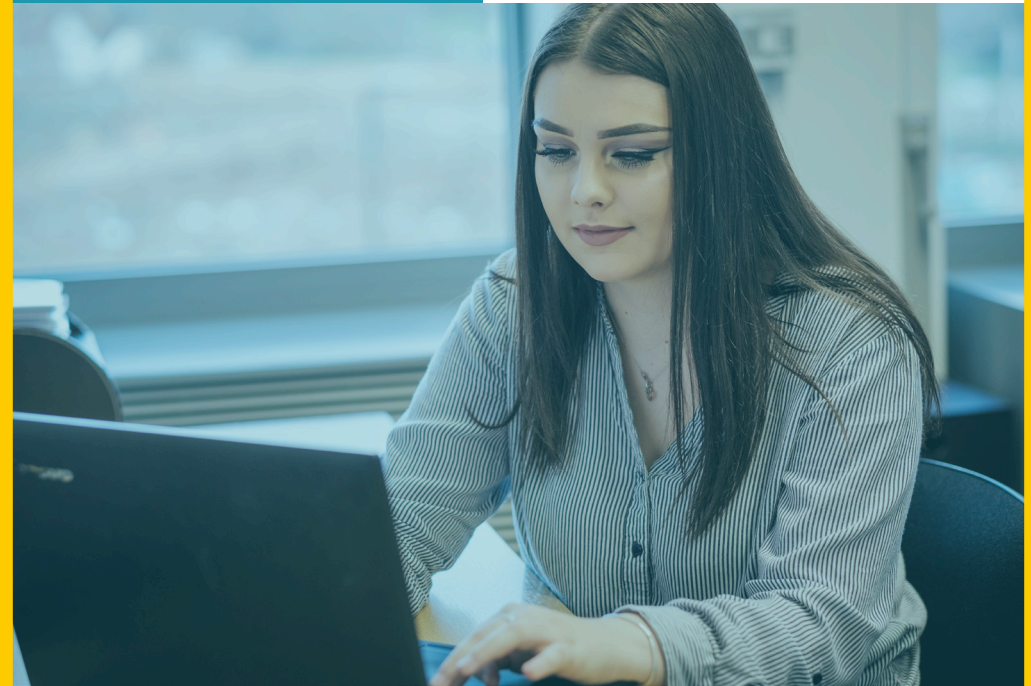


Apprentice Academy Training Sessions



Business Administrator Apprenticeship

Level 3



PROFESSIONAL
APPRENTICESHIPS

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BUSINESS ADMINISTRATOR APPRENTICESHIP STANDARD - LEVEL 3

Eligibility

- Must be an organised and professional individual
- Must be a minimum of 16 years old
- Must hold 5 GCSE's graded A* to C or 9-5 equivalent
- Must have been a resident in the EU for 3 years

Apprentices will complete the following during this apprenticeship

- A portfolio to showcase the administrative content created (See overleaf)
- Business Improvement Project (See overleaf)
- Knowledge Test (See overleaf)
- End Point Assessment (EPA) (See overleaf)

What is involved in this apprenticeship?

- 12 month apprenticeship
- 1 day per month delivery in the training academy (month 12 will be EPA)
- Regular employer engagement & updates on progression
- Reviews every 10 weeks between employer, apprentice & Professional Apprenticeships

Expected from the Apprentice and the Employer

Apprentice

- Attend all academy training days
- Ensure 20% of their time every week is working on activities/tasks towards qualification
- Commitment & motivation
- Regular reviews with employer & Professional Apprenticeships
- Take responsibility for their own learning & development

Employer

- Support your apprentice's development
- Allow apprentices to attend training days
- Ensure a minimum of 20% of your apprentices time is spent learning, shadowing & working towards their qualification
- Regular reviews with your apprentice & Professional Apprenticeships
- Allow your apprentice to work on a wide range of administrative tasks

The Business Administrator apprenticeship is not all photocopying and filing. Apprentices will learn to become a fundamental asset able to work in various business environments. An apprentice will learn to effectively communicate with customers, problem solve and conduct business support activities.

They will support the running of the business through a combination of office-based duties and communicating with staff and customers. The apprentice will learn to communicate effectively and accurately, face to face, on the phone and digitally. The ideal applicant will be organised, methodical, have a good attention to detail and have studied a business-related subject at school or college. This incredibly diverse apprenticeship can be an effective start in any industry and often the next step is management apprenticeships.

What will be in the Portfolio?

The portfolio gives the opportunity for apprentices to document not only how they have developed their administrative skills during their apprenticeship but also how these skills have made a positive improvement in their organisation.

What is the Business Improvement Project?

As part of the apprenticeship the apprentice has to identify and analyse a business improvement which they would theoretically or practically apply to their organisation. The presentation of this project makes part of the end point assessment.

What is involved in the Knowledge Test?

This part of the apprenticeship allows the apprentice to demonstrate their knowledge of administrative practices and how they are applied to organisations.

End Point Assessment

The End Point Assessment gives the apprentice an opportunity to demonstrate their knowledge & learning to an independent assessor to complete their apprenticeship.