

Business  
Administrator  
Level 3



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# Business Administrator

**Level:** 3

**Duration:** 12 - 15 Months

## **Entry Requirements:**

- Candidates should already be working within a Administration related role with direct opportunity to contribute to the improvement of organisational efficiency within their job role.
- The entry requirement for this apprenticeship will be decided by each employer, but may typically be five GCSEs at Grade C or higher.

## **Overview:**

The Business Administrator qualification is great way to learn and implement new skills, knowledge and behaviours within an Administrative related role. It is ideal for both those who are new to, or are more experienced within administration and wish to up-skill and build a career within the sector.

To successfully achieve this qualification you will be able to work independently or as part of a team and develop, implement, maintain and improve administrative services. You will be able to identify and work on your own development needs to support your own progression towards management responsibilities.

You will be expected to deliver your responsibilities efficiently and with integrity – showing a positive attitude.

## **Qualification Awarded:**

- Business Administrator Standard Level 3
- Functional Skills English Level 2
- Functional Skills Maths Level 2

## **Key Topics:**

- Decision Making
- Planning and Organisation
- Project Management
- Business Fundamentals
- Communication
- And much more...

## **Assessment Methods:**

A variety of assessment methods will be used to demonstrate knowledge and competence:

- |                       |                     |
|-----------------------|---------------------|
| ▪ Workbooks           | ▪ Discussions       |
| ▪ Assignments         | ▪ Witness testimony |
| ▪ Product evidence    | ▪ Observation       |
| ▪ Reflective accounts |                     |

## **End Point Assessment**

End point assessment or “EPA” has been created to assess the knowledge, skills and behaviours gained throughout the qualification. EPA is conducted by an external independent body chosen by the employer. EPA offers the chance to showcase your skills and be awarded a grade that reflects your performance. EPA will consist of the below activities:

- Knowledge Test
- Portfolio-based Interview
- Project/Improvement Presentation