

ONBOARDING PROCESS:

- 1  **Application Form**
5 days to complete
- 2  **Eligibility Check**
Approximately 3-5 days from submission
- 3  **Eligibility Confirmation & Initial Assessment**
5 days to complete
- 4  **Trainer Contact**
Within 1 week of eligibility confirmation
- 5  **Meet the Trainer**
To be booked in line with availability of all parties – with consideration of cohort dates if appropriate
- 6  **Final Approval**
Internal process to enrol your details onto internal systems

Month 1-2

Professional Behaviours & Interpersonal Skills

Develop professional behaviours, understand your role within the business and build effective communication and stakeholder awareness.

Month 3-4

Stakeholders, IT Systems & Communication

How to work with stakeholders, use business systems confidently and produce accurate business documents and communications.

Month 5-6

Decision Making, Quality & Planning

Develop decision making, quality assurance, planning and organisational skills while reviewing personal development and progress.

Month 11-12

External Environment & Project Development

Explore external factors that influence businesses while continuing to develop the EPA project and demonstrating competence in the workplace.

Month 9-10

EPA Project & Regulations

Begin the EPA project while developing an understanding of regulations, legislation, organisational policies and compliance.

Month 7-8

Business Fundamentals & Project Management

Build knowledge of business fundamentals, develop project management skills and complete workplace observations and assignments.

Month 13

Portfolio Review & Mock Assessment

Consolidate learning through portfolio reviews, knowledge test preparation, project presentation reviews and final discussions.

Month 14

Gateway Preparation & Portfolio Consolidation

Portfolio sign-off, employer confirmation, readiness checks

Month 15-18

End-Point Assessment

Knowledge Test, Portfolio Showcase Discussion and Project Improvement Presentation.

PLUS:

Recognised Prior Learning

Fareport takes your prior learning into account, so you won't need to repeat training you've already completed.



One-to-ones With Your Trainer

Expert advice and guidance throughout your programme from industry expert trainers.



Additional Learning Support

Additional Learning Support (ALS) is tailored to your needs so you can make the most of your Apprenticeship.



Functional Skills Training

Learners under 19 who do not have exemptions will still be required to achieve Level 2 Functional Skills. If over 19 will have the option to opt in or out of Functional Skills training.



Business Administrator

Level 3

15 Months + EPA

Overview

This transferable skills programme would benefit anyone who works in a business administration role in departments including sales, human resources, marketing, merchandising, events and many more and can be applied in all sectors. We aim to give employees the knowledge, skills and behaviours needed for them to excel at work and progress in their career.

Training 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. Through the apprenticeship, you'll develop a wide range of valuable skills, including communication, problem-solving, time management, teamwork, and IT skills, all of which are in high demand across various industries.

What's Received

- ✓ Business Administrator Standard Level 3

Assessment Method

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

Topics Covered

- ✓ Decision Making
- ✓ Project Management
- ✓ Business Fundamentals
- ✓ Planning and Organisation

Suitable For

- ✓ Support officers
- ✓ Waiting list clerks
- ✓ Coordinators

