

LEVEL 3

BUSINESS ADMINISTRATOR

WHAT DOES A BUSINESS ADMINISTRATOR DO?

The Business Administrator develops, implements, maintains and improves administrative services. They support and engage with different parts of the organisation and interact with customers with strong communication skills (both written and verbal), using initiative, time management, problem-solving skills, decision making, and the potential for people management responsibilities through mentoring or coaching others.



DURATION

18 months



SKILLS ENGLAND
STANDARD &
ASSESSMENT PLAN

L3 BA Standard



FUNDING

£5,000

WHAT NEEDS TO BE COMPLETED PRIOR TO END-POINT ASSESSMENT?

Before entering Gateway, the apprentice must complete the following on-programme assessment requirements:

- Level 2 English and maths (if applicable)
- A Portfolio of Evidence
- A completed Project and prepared Project Presentation.

WHAT ARE THE GATEWAY REQUIREMENTS?

The employer, training provider and apprentice make the decision to take the apprentice through Gateway. The apprentice must achieve all the required on-programme elements before they enter Gateway and are ready for End-Point Assessment.

END-POINT ASSESSMENT

There are three parts to this End-Point Assessment, which can be completed in any order, although the knowledge test is completed first.

1 KNOWLEDGE TEST

The test will be in the form of multiple-choice questions (MCQs) that align with the standard's knowledge requirements. The knowledge test is graded as Fail, Pass or Distinction.

2 PORTFOLIO-BASED INTERVIEW

The Portfolio of Evidence, which is not directly assessed, provides a structure for the Interview. The apprentice must submit their Portfolio of Evidence to EFI Awards one month before the Interview. They should provide at least one piece of evidence for each of the minimum knowledge, skills and behaviours in the Assessment Plan. The Independent End-Point Assessor (IEPA) grades this as Fail, Pass or Distinction.

3 PROJECT PRESENTATION

The Work-based Project begins 3 months before triggering Gateway, and the apprentice will submit this to EFI Awards for review. The apprentice produces a Presentation on a project they've completed or process they've improved, including scoping, planning, managing, communicating to stakeholders, and monitoring and reporting results. The IEPA will provide a question for the apprentice to answer in the Project Presentation. The Project Presentation also graded as Fail, Pass or Distinction.

GRADING



DISTINCTION

Distinction in all assessment methods



PASS

Pass in all assessment methods



FAIL

Fail within any of the assessment methods

COMPLETION AND CERTIFICATION

We'll activate certification once the apprentice has successfully completed all EPAs, and the IEPA/IQA has verified this. Working with the apprenticeship certificate issuing authority, we'll ensure the apprentice receives their certificate.

NEXT STEPS

Apprenticeships are funded up to and including Level 6, and there are plenty to choose from. For a Level 3 Business Administrator, a Level 5 Operations Manager might be a natural progression. For more information, get in touch with the EFI Awards team to discuss your options:

info@efiawards.co.uk