Level 3 Business Admin Apprenticeship

Course Overview

The course will enable the learner to support and engage with different parts of the organisation and interact with both internal and external customers. With a focus on adding value, the role of Business Administrator contributes to the efficiency of an organisation, through support of functional areas, working across teams and resolving issues as requested. Additionally, each learner is guided on a one-to-one basis by a highly qualified, industry experienced assessor.

20% Off The Job

- Off the job training is learning which involves tasks or activities outside of the normal day-to-day working roles and contributes to the achievement of an apprenticeship. It can be delivered at the apprentice’s normal place of work or off-site and should be during the working hours.
- Examples of off the job training include classroom training, role play, coaching and mentoring, simulation exercises, online learning, work shadowing, manufacturer training, industry visits, self-study and assignment completion.

Progression Opportunities

Upon completion of the Level 3 Business Administrator qualification you will be able to progress onto:

- Level 4 NVQ Diploma in BA or Customer Service
- Level 4 Diploma in Management

Or, you will be able to fulfil job roles similar to the following:

- Business Administration Management
- Business Administration Senior Support

Course Content

To attain the Level 3 Business Administrator apprenticeship standard, you have to complete the following objectives:

- **Knowledge Modules:**
  - Principles of Business
  - Principles of business communication and information
  - Communicate in a business environment
  - Principles of administration
  - Manage personal and professional development

- **Portfolio of Evidence to prove competence in Knowledge, Behaviours and Skills**

- **Functional Skills if needed**
  - English and Maths (Class/Exam)

- **Gateway** (You are required to pass through the gateway to move onto the EPA)

- **End Point Assessment**
  - Project Presentation
  - Knowledge Test
  - Portfolio based Interview

Note: If you wish to complete the level 3 Diploma in Business Administration there is an extra fee and can be attained within a month of completing the apprenticeship. Please contact us for further information.

Entry Requirements

- Aged 16 +
- Mathematics and English GCSE grade: 4/C or Functional Skills Level 2.
- Or complete relevant assessment to achieve Level 2.

Course Cost

The maximum cost of this course is £5000 (If you have a Levy Account). Otherwise, 95% of the total cost of your course is funded by the government, all that is required is a 5% contribution of £250 from the employer.

If you have < 50 employees, and the apprentice is for 16-18, the government will fund the full cost.

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End Point Assessment (EPA)

**Project Presentation** - Presentation produced by apprentice on a project or system that has been improved within their workplace, the project involves 21-35 working hours. The presentation is conducted on an online platform and will last 10-15 minutes, with a further 10-15 minutes Q&A.

**Knowledge Test** - Multiple choice test, lasting 60 minutes.

**Portfolio based Interview** - Online interview, which lasts 30-45 minutes and covers across 15 of the skills, knowledge and behaviour criteria, with a portfolio of evidence to support discussion. The portfolio will contain an employer reference or observation of practice.

The EPA is carried out by an independent assessment Organisation. This is done once the learner has passed all sections of the qualification and the employer and training provider are confident that the learner has the ability to pass the assessment.

Venue & Duration

The course is organised to suit your needs in collaboration with your employer. The duration is typically between 15 - 18 months, dependant on circumstances.

Teaching, exams and the Project Presentation are held at FNTC Training Centre (Totton) with one to one support given at the employer site.

How to Apply

To Apply for this course:
Phone - 02380 866664
Email - businessdevelopment@fntctraining.co.uk
Website - www.fntctraining.co.uk

Further Information

https://www.instituteforapprenticeships.org/apprenticeship-standards/business-administrator/