



Business Administration Level 3 Apprenticeship





Business Administration

Level: 3

Duration: 18 months

Course Type: Apprenticeship Standard

Who is this for?

This apprenticeship is perfect for the following roles: Secretaries, Personal Assistants, Data/Team/Office/Project/Finance Administrators and many other similar office roles

What will be achieved?

- Business Administration Apprenticeship Standard Level 3 Certificate
- Level 1-2 Functional Skills in Maths and English (if no prior exemption)

What will be involved?

The Business Administration Level 3 Apprenticeship is made up of several components which cover the programme.

- Following enrolment and induction, programme units are grouped into 3 themes which complement each other. These are Core Business & Administration, Managing Self & Personal Skills and Using Resources & Achieving Results. Apprentices will be assessed on their knowledge, skills and behaviours throughout the apprenticeship and tracked online using an e-portfolio and supported by visits from a tutor every 4-6 weeks.
- After each theme is complete, a Mock End Point Assessment is carried out to ensure apprentices are prepared for the End Point Assessment at the end of the programme.
- After the final Mock End Point Assessment a gateway meeting is held between the employer, apprentice and training provider to ensure that the apprentice is ready to move onto the End Point Assessment.
- Apprentices also work towards a Level 2 qualification in English and maths in the first half of the programme if they have no prior exemption.
- As part of government policy to raise the quality of an apprentice's learning, a '20% off the job learning' policy applies to apprenticeships. Off-the-job training is defined as learning which is undertaken outside of the normal day-to-day working environment and leads towards the achievement of an apprenticeship. This can include training that is delivered at the apprentice's normal place of work but must not be delivered as part of their normal working duties.

Programme Overview



End Point Assessment (EPA)

After a minimum of 372 days and successful delivery of the programme, the end point assessment will take place. The end-point assessment is a synoptic assessment of the skills, behaviours and knowledge that have been developed throughout the apprenticeship.

| Assessment Method | Weighting | Summary |
|----------------------------------|-----------|---|
| Portfolio based interview | 40% | Taking roughly 30-60 minutes, an apprentice's portfolio of learning is used as a structure for an interview. The interview assesses the apprentice's understanding and learning throughout the programme. |
| Project/Improvement presentation | 40% | The apprentice will create and deliver a 10-15 minute presentation based on a project they have managed before the EPA takes place. Following the presentation a 10-15 minute Q&A session is completed. The presentation should summarise the aim, outcome and responsibilities of the knowledge, skills and behaviours in the project. |
| Knowledge test | 20% | The apprentice undertakes a multiple-choice test that lasts a maximum of 60 minutes. The test will assess the apprentice's non-organisation specific knowledge outlined in the standard. This includes relevant regulation and laws, business fundamentals and project management principles. |

Non-Levy Paying Employers

(With less than 50 employees)

£0/£500
per learner

This apprenticeship is fully funded by the government if the apprentice is aged 16-18 or the apprentice is 19-24 and has previously been in care or has a Local Authority Education and Health Care Plan. Otherwise there is a charge of £500 + VAT which can be paid monthly over the duration of the apprenticeship or in full at the start.

Non-Levy Paying Employers

(With more than 50 employees)

£500
per learner

This apprenticeship costs £5,000 and is funded by both the employer and the government. The government will pay 90% (£4,500) of the cost. This can be paid monthly over the duration of the apprenticeship or in full at the start.

Levy Paying Employers

£5,000
per learner

This apprenticeship costs £5,000 which is funded from the employer's levy pot via the Apprenticeship Service over the course of the apprenticeship.

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