

# Level 3 Business Administrator Apprenticeship



## Introduction to the Business Administrator Apprenticeship

All apprenticeships are now based around a set of industry standards. These standards are concerned with the knowledge skills and behaviours that learners will need to demonstrate they have achieved by the end of the apprenticeship programme.

They will undertake a knowledge test, Work Based Project, Presentation, compile a Portfolio of evidence that showcases their achievements and demonstrate they have achieved Level 2 Functional skills at Maths and English.

## Who is the Level 3 Business Administrator apprenticeship for?

Business administrators have a highly transferable set of knowledge, skills and behaviours that can be applied in all sectors. This includes small and large businesses alike, from the public, private, and charitable sector.

This apprenticeship has been designed to provide access to development opportunities for a wide a range of individuals. This includes individuals those who are at the start of their career in Business Administration and who are looking to climb their career ladder, developing, and progressing with their work.

The role will involve demonstrating strong communication skills (both written and verbal) and adopting a proactive approach to developing these skills. The business administrator apprentice is also expected to show initiative, managing priorities, manage their own time, and demonstrate problem-solving and decision-making, there is also the potential for people management responsibilities through mentoring or coaching others

## What is the length of the apprenticeship programme?

It will typically take up 18 months to complete.



## Contact Us

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## Program Delivery

We deliver this program using a variety of support and delivery mechanisms and will include:

- Workshops – classroom-based training plus remote-based learning – a true blended approach. Workshops can be delivered in the workplace where there is a requirement to train multiple learners or as part of an open cohort at a regional location
- Tutorials and one to ones with a Kingdom Academy Mentor/Coach
- Regular meetings with a Kingdom Academy mentor to discuss progress and continuous professional development
- Additional learning and training arranged by the employer: this may include job shadowing/in house training courses relevant to the apprenticeship standards

## Journey to Success: Progressing through Gateway to End Point Assessment

To pass through Gateway, apprentices will need to:

- Achieve Level 2 Functional Skills Maths and English
- Satisfy their Kingdom Academy mentor and organisation that they are competent across all standards relating to, skills knowledge, and behaviours of the Business Administrator apprenticeship standards and that the quality of their portfolio of evidence meets the standards of the apprenticeship
- Submit a portfolio of evidence that demonstrates their competency across all the apprenticeship standards  
Once these requirements are met, we will apply to the End point Assessment Organisation (EPAO) for apprentices to progress through Gateway to End Point Assessment (EPA).

End Point Assessment: this is where the apprenticeship work will be assessed and graded by the Independent End Point Assessment Organisation (EPAO)

End Point Assessment is formally assessed by the End Point Assessment Organisation as part of the End Point Assessment process and not by Kingdom Academy. For Business Administrator (Level 3) the EPA consists of:

- Knowledge Test
- A Portfolio based interview taking around 30-45 minutes

## Support with your Apprenticeship

We identify key milestones throughout the learner journey and each apprentice will be assigned a Coach/Mentor from Kingdom Academy who will support them from commencement of the programme all the way through to End Point Assessment (EPA). They will support apprentices in meeting these milestones and getting to EPA and help them to apply their learning into their day-to-day work activities. They will be a qualified trainer and have considerable experience of Business Administrator apprenticeships.



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