

Level 3

Business Administrator Apprenticeship





At the Growth Company Education and Skills, we understand that learning and development is essential for businesses to innovate and thrive and we are passionate about delivering a high-quality service.

We understand that an apprenticeship is a commitment for both you and your employee, which is why we design our apprenticeship programmes to complement the day to day running of your business. Our team of industry experts will work closely with you to ensure you and your apprentice receive the support they need to succeed. From our initial business training consultation through to completion and progression, we are with you every step of the way.

The apprenticeship journey is as much yours as it is the apprentice's, therefore we will provide you with all the tools you need to help them achieve. As you take responsibility for their learning, you will provide us with regular feedback on their performance, when they should progress and when you feel they are ready to take their end-point assessment.

About this Apprenticeship Standard

Duration – 18 months (15 months training period plus up to 3 months for end-point assessment)

Minimum 6 hours per week off-the-job learning

Entry requirements – Applicants must hold a minimum of Level 2 in maths and English or equivalent.

Apprentices without Level 2 English and maths will need to achieve this level prior to completion of their Apprenticeship.

This versatile programme is ideal for employees across a wide range of business support functions and will involve developing, implementing, maintaining and improving administrative services.

Apprentices will learn practical ways of managing priorities, problem solving, and decision making. Ethics, integrity, and teamwork also form part of the programme which are essential for any business area.

The Business Administrator is expected to deliver their responsibilities efficiently and with integrity – showing a positive attitude. The role involves demonstrating strong communication skills (both written and verbal)

and adopting a proactive approach to developing skills. The business administrator is also expected to show initiative, managing priorities and own time, problem-solving skills, decision-making and the potential for people management responsibilities through mentoring or coaching others.

Apprentices will be required to learn and demonstrate a variety of knowledge, skills, and behaviours through sitting a knowledge test, putting together a portfolio of their best work which they will be interviewed about, completing a work-based project, and then delivering a presentation about it.

Examples of the knowledge, skills and behaviours are: decision making, project management, communication, IT, and company processes.

What is involved?

During the apprenticeship journey, learners develop their knowledge, skills and behaviours through both the employer and the Growth Company.

Here is an example of the apprenticeship journey:

1. Pre-enrolment, role-scoping, initial assessment and

onboarding

2. On and off-the-job learning

3. Preparation for end-point assessment

4. End-point assessment completion

5. Achievement and next steps

Off-the-job training is learning which is undertaken outside of the normal day-to-day working environment and leads toward the achievement of an apprenticeship.

Off-the-job training must be directly relevant to the apprentice's programme. Apprentices will be required to attend six half day workshops which will be delivered once a month over a six-month period.

Workshops will cover topics relating to stakeholders, business sectors, project management, influences on a business, market forces and presentation skills.

In addition to the online workshops which will be delivered via Teams, apprentices will be required to attend monthly one-to-one coaching sessions with industry experts.

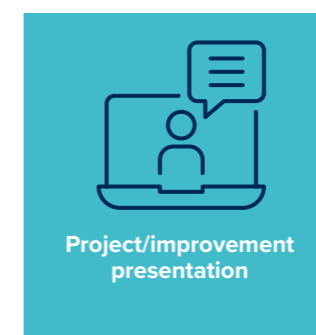
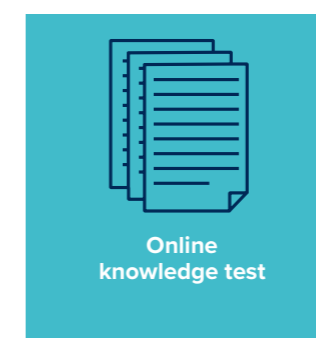
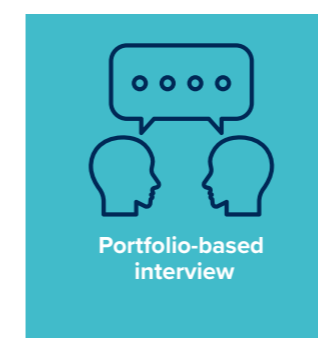
Self-study activities are available 24/7 via our online learning platform.

End-Point Assessment

End-point assessment (EPA) is the final stage of an apprenticeship. It is an impartial assessment of whether your apprentice has developed the skills, knowledge and behaviours outlined in the apprenticeship standard.

Assessments are designed by employers in the sector and are conducted by independent bodies known as end-point assessment organisations (EPAOs).

There are three elements to the EPA for this apprenticeship standard:

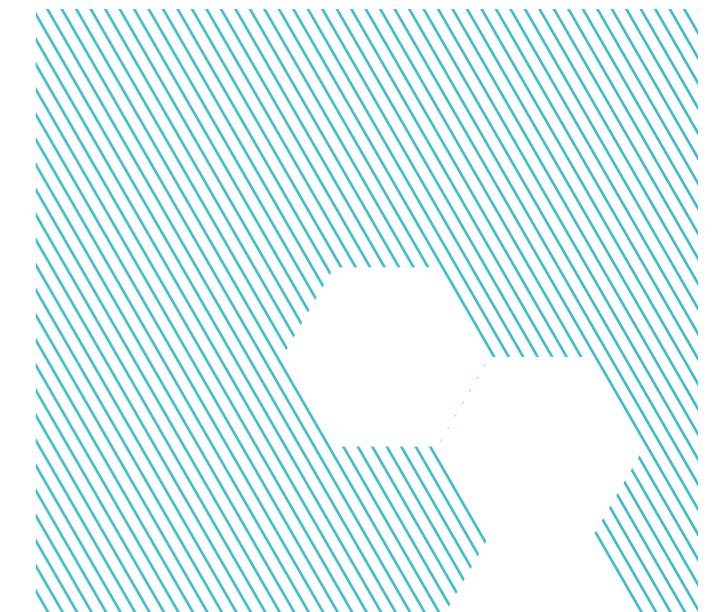


Funding and the Apprenticeship Levy

Funding band value: **£5,000**

If you **DO NOT** pay the apprenticeship levy, you pay 5% towards the cost of training and assessing your apprentice. The government will pay the rest (95%) up to the funding band maximum. They'll pay it directly to the training provider.

If you pay the apprenticeship levy, you'll get funds to spend on training and assessing your apprentices. The government will add 10%.



You can get **£1,000** to support your apprentice in the workplace if they are one of the following:

- 16 to 18 years old
- 19 to 25 years old with an education, health and care plan
- 19 to 25 years old and they used to be in care

If your apprentice is eligible, we will give you the payment in 2 instalments of **£500**. You will get the first payment after 90 days and the second one after a year.

Get in touch...



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