


 Level 3


 18 Months

 3 Months

Assessment Methods

 Knowledge Test

 Project Presentation

 Portfolio-Based Interview

Gateway Requirements

- Level 2 English and Maths
- Portfolio of Evidence
- Gateway Declaration Form
- Site Health & Safety and Risk Assessment form

Occupational Profile

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 sector, private sector and charitable sector. The role may involve working independently or as part of a team and will involve developing, implementing, maintaining and improving administrative services. Business administrators develop key skills and behaviours to support their own progression towards management responsibilities.

Grading

The standard is graded overall: Fail, Pass or Distinction.

End Point Assessment

Knowledge Test

The knowledge test is in the form of an online or a paper-based test of 50 equally weighted multiple-choice questions (MCQ's). The test will have a timed duration of 60 minutes and will take place under examination conditions, invigilated by an IA. The knowledge test should typically be passed before the apprentice can progress to the interview and presentation.

Project, Presentation and Q&A

The apprentice is required to complete a work-based project during their programme of learning. The project must be started only from month 9 of the apprenticeship and should be completed prior to EPA being triggered. The project should be on a work-related topic they have been involved with or the improvement of a specific process or processes. The project should be agreed with their employer with the support of their training provider. The Project will be submitted at gateway and is not directly assessed, however, it supports the Presentation and Q&A. The presentation will be no longer than 15 minutes with a further 15 minutes for a question-and-answer session.

Portfolio Based Interview

The interview is a structured interview between the apprentice and IA. The interview will be based on the portfolio, which is submitted at gateway. The Portfolio will consist of evidence from the on-programme period and submitted at gateway but not assessed. The interview will last 30-45 minutes under controlled conditions and will focus on specific questions to allow the apprentice to demonstrate competence against the relevant knowledge, skills and behaviours.

[Click here to view the Business Administrator assessment plan](#)