

## Apprenticeship Overview

Business Administrators are required to possess knowledge, skills and behaviours that can be applied across a range of sectors. Business Administrators can often be required to work independently and as part of a team. Business Administrators develop the skills they need to progress towards management responsibilities, and may be expected to implement, maintain and improve administrative services.

## Key Responsibilities

To support the overall well-being and running of the business by conducting day to day administrative duties. This may include a wide range of different tasks, some of which may include: reception duties, office management, liaising with customers or clients, invoicing, scheduling or dealing with external suppliers. A successful business administrator is flexible to take on new duties as they arise, in a timely, discreet and supportive manner.

## Knowledge covered within the programme includes:

- IT Skills
- Relevant regulations
- Policies/Processes
- Business Fundamentals

## Qualifications Included

Apprentices without Level 2 English and maths (GCSE Grade 4 or equivalent) will need to achieve this prior to taking the end-point assessment. As part of the apprenticeship, your apprentice will build a portfolio of evidence related to your role and requirements of the end point assessment.

## Entry Requirements

The entry requirement for this apprenticeship will be decided by each employer, but may typically be five GCSEs (or equivalent) at Grade 4 minimum. You may also choose to consider applicants based on relevant prior experience.

## Programme Level

Level 3

## Duration

Expected duration of 12 to 18 months.

## Job Roles

Specific job roles may include: Business Administrators, Project Administrators, Personal Assistants, Receptionists or Team Coordinators.

## Delivery Method

The duration of this programme is based on the apprentice working for at least 30 hours per week, including 'Off the Job' Training. If apprentices work less than 30 hours a week the programme duration will be extended. The 20% training is delivered by Creative Sport & Leisure, either at the workplace, off-site or via e-learning. The training is specifically tailored to ensure the apprentice develop the skills they will need to thrive in the workplace, giving apprentices a real advantage with career progression and allow the employer to build a future workforce.

## End Point Assessment Method:

As part of the apprenticeship standard an external End Point Assessment Organisation will carry out your end point assessment using the following methods:

- Knowledge Test
- Project/Improvement presentation
- Portfolio based interview

## Progression

Upon successful completion, the business administrator route may be a gateway to further career opportunities, such as management or senior support roles.

