

Business Administrator (L3) Apprenticeship Standard

Level: 3

Type: Part Time, Apprenticeship

Start Date: Various - Various

Course Code: CQ4AS3BA

Typical Duration: 15 Month(s)

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The Business and Administration Advanced Level Apprenticeship is for those working in an administrative role and who wish to gain a recognised qualification. This programme is aimed at individuals who have significant experience in a business role and currently manage a process, function or facility and supervise others. Suitable job roles include: Administration Officer/Executive, Administration Team Leader, Office Supervisor, Personal Assistant, Secretary.

About the course

The Business Administrator Level 3 Standard is designed for individuals working in an administrative role who wish to gain a nationally recognised qualification. This programme supports learners who work independently or as part of a team and focuses on developing the skills needed to deliver, maintain and continuously improve effective administrative services. As a business administrator, learners will interact with internal and external stakeholders, support a range of functional areas, and demonstrate strong communication skills. The role also involves providing guidance, mentoring or coaching to colleagues where appropriate. Throughout the programme, learners will develop the

ability to take initiative, manage their own time and priorities, and apply effective problem solving and decision-making skills. Professionalism, integrity and a proactive positive approach are key expectations of the role.

Suitable job roles include: Office Administrator, Administration Officer/Executive, Administration Team Leader, Office Supervisor, Personal Assistant, Secretary.

There is no upper age limit for apprenticeships making it a course ideal for those looking to start a career in a particular sector and looking to get qualifications that recognise their experience and gives them opportunity to progress further in their career.

Progression and career opportunities
Progression to Pearson Level 4 NVQ Diploma in Business Administration or a Management qualification or further learning.

Entry requirements
The entry requirement for this qualification is that learners must be employed in a suitable administrative role and hold GCSE Grade 4 or above in English and Mathematics, unless they are aged 19 or over.

Assessment
This programme is fully delivered in the workplace and focuses on developing the knowledge, skills and behaviours needed to succeed in an administrative role. Assessment takes place throughout the programme using a variety of methods, including observations, professional discussions, questioning, witness testimonies and workplace evidence. At the end of the programme, learners will go through Gateway and complete the three components of the End-Point Assessment.

1. Component 1 – Knowledge Test
Multiple-choice Knowledge Test assessing the technical content.

2. Component 2 – Portfolio-based Interview
Portfolio-based Interview around the evidence requirements that demonstrate achievement of the portfolio-based skills and behaviours

3. Component 3 – Project Presentation
Apprentice presentation around a work-based improvement project they have delivered to demonstrate achievement of the project-based skills and behaviours

Disclaimer

Whilst every effort is made to ensure the information is correct, some details may be subject to change. Cambridge Regional College reserves the right to make amendments to the courses, dates, fees or other details, and to make cancellations or changes if numbers are insufficient.