**Business Administrator Level 3 Apprenticeship**

**Duration:** 15 months + 3months End Point Assessment (EPA)

**Cost:** The Apprenticeship cost is set at £5000 with a £250 employer contribution + VAT.

**Classroom Delivery:** You will receive bespoke workshop delivery and a monthly visit.

**On Programme Delivery**

**Functional Skills:** Both Maths and English are required at Level 2 or relevant GSCE results.

**Registration:** E-Learning, Portfolio and Tailored Learning to suit your specific business environment and requirements.

**Qualification:** Level 3 Standard (Optional Level 3 Diploma in Management RQF).

**Units Covered**

* Understanding business and organisations
* Introduction to project management
* Business governance
* Business operations
* Business project based on a current business challenge
* Understanding of the organisation and its operating environment
* Value of their skills
* Stakeholders
* Relevant regulation
* Policies
* Business fundamentals
* Processes
* External environment factors
* External environment factors
* Personal qualities
* Managing performance

**Assessment in the Workplace:** Your designated Training Assessor will visit you in the workplace to support the development of your on-programme portfolio and to complete your quarterly reviews.

**Tracking Your Progress:** Our electronic portfolio, OneFile will track your progress.

**People Involved in Your Apprenticeship**

Classroom Tutor: Paul Thompson

Training Assessor: A qualified and experienced assessor

Group Quality Manager: Michelle Pointer

**Gateway:** On completion of the on-programme learning, the employer, training provider and learner will confirm that the apprentice is ready for the End Point Assessment.

**End Point Assessment (EPA)**

* Knowledge Test
* Portfolio
* CPD Discussion
* Structured Competency Based Interview

**Grading**

* A Pass is awarded for achievement of 50+
* A Merit is awarded for achievement of 60+
* A Distinction is awarded for the achievement of 70+
* A Fail is less than 50