

Course Title

Business Administrator



Qualification Level : 3

Duration: 13 months

Value: £5,000

Repayment Cost

Non-Levy Employer

5% employer contribution = £250 + VAT

Levy Employer

On Programme: £4,000 (80%)

End Point Assessment: £1,000 (20%)

Total Cost = £5,000

OVERVIEW

The role of a Business Administrator contributes to the efficiency of an organisation with a focus on adding value. The role may involve working independently or as part of a team and will involve developing, implementing, maintaining, and improving administrative services. The role requires you to demonstrate strong communication skills and adopt proactive approaches to developing skills.

MODULES

Technical Knowledge & Skills

- Information technology
- Record & document production
- Decision making
- Interpersonal skills
- Communication skills
- Quality assurance
- Planning & organisation
- Project management
- Understand the organisational purpose, activities, aims, values, vision for the future
- Value of their skills
- Stakeholders
- Relevant regulation & policies
- Business fundamentals & processes
- External environment factors

Underpinning Attitudes & Behaviours

- Professionalism
- Personal qualities
- Managing performance
- Adaptability
- Responsibility

GATEWAY

The gateway meeting is a milestone in the learner journey as it marks the end of the on-programme learning. The learner, employer and Skills Coachs will meet and agree that the learner meets the requirements of the standard and are ready for the end point assessment.

END POINT ASSESSMENT

The end point assessment will be completed by an independent end point assessor from an EPA Organisation.

Knowledge Test

- A 50 question multiple choice test (60 minutes)

Portfolio-based Interview

- The portfolio of learning (8-12 pages) providing structure for the interview (30-45 minutes) and providing at least one piece of evidence for each of the knowledge, skills, and behaviours.

Project Presentation

- 10-15 minute presentation, followed by 10-15 minutes Q&A relating to a competed project/process the learner has improved in the workplace

