

Business Administrator

Course	Qualification	Type	Level	Length
Business Administrator	 City and Guilds Level 3 Diploma in Business Administration			18 months



Receive a real qualification

Earn while you learn

Career progression opportunities

This course is delivered predominantly work-based with learners expected to build a portfolio of evidence to meet the apprenticeship standards.

The objective of this is to support their role in the workplace to develop learners' knowledge and understanding across a range of administrative practices and tasks.

Learners will need to be supported to undertake off the job learning whilst on employer's premises.

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 **APPRENTICESHIP STANDARD**

An Apprenticeship Standard programme is occupation-focused and concentrates on the relevant knowledge, skills and behaviours required to complete the programme successfully.

PROGRESSION OPPORTUNITIES

- Level 3 Diploma in Management
- Level 4 qualifications in Management

ASSESSMENT METHODS

- Assignments
- Work-based observation
- Professional discussion
- Portfolio of evidence
- Expert witness testimonies

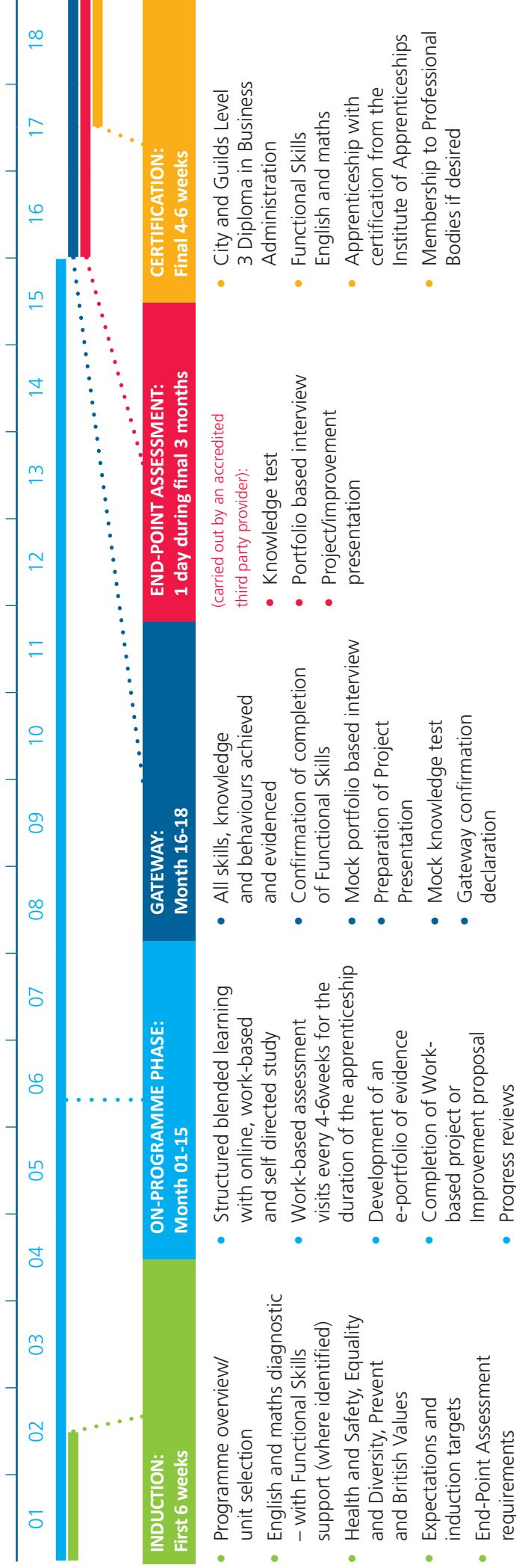
RECOMMENDED END POINT ASSESSMENT (EPA) ORGANISATION

- City and Guilds

ENTRY REQUIREMENTS

Set by the employer but apprentices must demonstrate via initial assessment that they are working at Level 1 in both English and maths unless an Education Health and Care Plan is held.

Programme timeline - Apprenticeship Standard 18 Months



EPA (End Point Assessment). All apprentices must undertake an independent End-point Assessment at the end of the on-programme phase of training, when their employer (supported by the College) is satisfied they have met the Gateway* criteria to undertake the assessment.
End-point Assessments are graded and an apprenticeship certificate is only awarded after the assessment is successfully completed.

* Gateway
 When an apprentice reaches the end of their training, the employer (supported by the College) will make the decision on whether the apprentice is ready to progress towards the End-point Assessment. This process or stage is known as the gateway.

