

LEVEL 3 BUSINESS ADMINISTRATOR APPRENTICESHIP

Subject Area

Student Type

Study Mode

Business &
Professional

Students aged 16-18

Part Time

What is the course about?

This apprenticeship is suitable for anyone who is keen on starting a successful career in business and is dedicated to working and learning at the same time. Business administrators have a highly transferable set of knowledge, skills, and behaviours that can be applied to lots of different careers. This includes small and large organisations alike, from the public, private, and charitable sectors. Completing this apprenticeship will equip you with a varied skillset that can be applied to many job roles in the thriving business world.

As a business administrator apprentice, you will be responsible for a variety of tasks to ensure the smooth daily operation of the organisation. Duties include supporting senior employees, maintaining records, arranging meetings, typing up documents, and liaising with internal and external stakeholders.

Why should I choose the course?

If you choose to study this apprenticeship, you will gain a strong foundation for a successful career in business while earning a wage at the same time. The skills, knowledge, and behaviours you develop are highly transferable, opening doors to a wide range of roles across various sectors. This apprenticeship provides practical experience and a versatile skillset that will make you a valuable asset in today's dynamic business environment, helping you build a rewarding and sustainable career.

What will I learn?

Completing this apprenticeship will provide you with a diverse and adaptable skillset applicable to a wide range of job roles. On a daily basis, you will undertake a variety of responsibilities that contribute to the efficient running of your organisation. Throughout the course, you will develop expertise in key areas including IT, record and document management, decision making, interpersonal skills, communication, quality assurance, and project management.

How is the apprenticeship delivered?

Our aim is to create an individual learning plan to suit both yours and your employer's needs. The plan will include observations, assignments, professional discussions, product evidence, and witness statements. Off-the-job learning will take a blended approach of workshops, professional training, workplace tutorial, e-learning, and online learning.

Once it is agreed by the assessor, your line manager, and yourself that you are competent, you will be submitted to the gateway for end-point assessment (EPA). The EPA consists of:


- Knowledge test: You will undertake a multi-choice test to last a maximum of 60 minutes, including 50 equally weighted multi-choice questions with 4 possible answers each.



**Warrington
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- **Portfolio-based interview:** The interview is for 30-45 minutes and scored out of 100 by the independent endpoint assessment organisation (EPAO). The portfolio of learning you will complete during your course provides a structure for this conversation.

Project presentation: You will deliver a presentation to the EPAO on a project you have completed or a process you have improved. The presentation lasts for 10-15 minutes, with a further 10-15 minutes for a Q&A session.

What will the course lead on to?

With support and opportunities in the workplace, you may wish to progress on to the Level 4 Higher Apprenticeship in Management & Leadership. Alternatively, you may wish to undertake a further education or higher education qualification, such as a foundation degree in business, business management, or business administration.

After completing your apprenticeship, you will have a range of business and management undergraduate programmes open to you, as well as employment opportunities either in your current workplace or in other organisations. You may decide to undertake specialised qualifications providing additional technical knowledge, complete a business or management professional qualification at level 5 and above, or even become a member of professional bodies.

What support is available?

You will be allocated a designated tutor to guide you through your apprenticeship. We have a team of staff dedicated to providing learning support if required, as well as a Wellbeing Team that is on hand to offer guidance, support and help when needed.

Click here for learning support: <https://wvr.ac.uk/college-life/learning-support>

Why should I choose to study the course at Warrington & Vale Royal College?

We are one of the top-performing further education colleges for apprenticeships. Over nine in ten of our apprentices continue in employment or receive a promotion once they have completed their apprenticeship. We also have a dedicated apprenticeship matching service which matches your skills to a suitable apprenticeship employer. The college is dedicated to supporting you on-programme and helping you progress on to the next step.

What are the entry requirements?

Ideally you will have GCSE English and maths at grade 4/C or above. It would be beneficial if you have completed a level 2 qualification, but this is not essential.

You must hold at least one level 2 functional skills qualification in English or maths and be willing to work towards achieving the other as part of your apprenticeship. An initial assessment will be required to assess your level and individual needs.

You must be working in a job role that will allow you to demonstrate competencies in the workplace.



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