Business Administrator

Welcome to the Business Administrator programme.

The Level 3 programme is designed for those involved in developing, implementing, maintaining and improving administrative services. It is suitable for both those new to the role and those looking to take the next step in their career.

The programme focuses on developing the Learner's knowledge, skills and behaviours to contribute to the efficiency of an organisation, through support of functional areas, working across teams and resolving issues as requested. The programme covers areas such as demonstrating strong communication skills, managing priorities and own time, problem-solving skills, decision-making, and the potential for people management responsibilities through mentoring or coaching others.

Once completed, Learners will have gained a nationally recognised Business Administrator Apprenticeship Standard and, depending on their job role, may want to consider progression onto the Level 4 Associate Project Manager standard.

ABOUT INTEC BUSINESS COLLEGES

We are a national training provider, who have worked with organisations across the UK helping them to upskill their workforce through vocational qualifications since 1982. Our mission is to enable our Learners to develop, progress and achieve.

LEVEL
LEVEL 3

DURATION
16 - 18 MONTHS (+ 3 months for EPA)

END POINT ASSESSMENT ORGANISATION
HIGHFIELD ASSESSMENTS

THE PROGRAMME [*]

The Learner will receive a 2-3 hour monthly visit from a dedicated Intec Tutor who will deliver the Standard either remotely or in the Learner's place of work. We use a blended learning approach and all sessions will be supported by our online delivery platform, Smart Assessor, where Learners can upload their work and Tutors and Managers can monitor their progress between visits.

As part of an Apprenticeship, Learners are required to spend 6 hours a week (based on 30-hour contract) engaged in off the job training. This can be achieved in a variety of ways.

PROGRAMME COVERAGE		
Knowledge & Skills		
The Organisation	Value of Their Skills	IT
Stakeholders	Relevant Regulation	Record and Document Production
Policies and Processes	Business Fundamentals	Decision Making
Project Management	External Environment Factors	Interpersonal Skills
Communications	Quality	Planning and Organisation
Behaviours		
Professionalism		Personal Qualities
Managing Performance		Adaptability
Responsibility		

*Further details of the programmes contents can be found on the factsheet or scheme of work.

MANDATORY
ENTRY REQUIREMENTS

- Organisations set their own but the Learner must be able to meet the requirements of the programme through their job.
- Achieve level 2 English and maths or equivalent prior to sitting End Point Assessment.
- Have been a resident in the UK for 3 years or more, or a national of an EU Settlement Scheme.

END POINT ASSESSMENT

Once learning is complete, the Employer, Learner and Intec will agree if the Learner has gained the necessary knowledge, skills and behaviours to be put forward to the Assessment Gateway. This will then trigger the End Point Assessment. The assessment is graded with the Learner achieving a pass, distinction or fail.

33.3% WEIGHTING
MULTIPLE CHOICE TEST
A 1 hour multiple choice test with 50 questions.

33.3% WEIGHTING
PROJECT PRESENTATION WITH Q&A
A 15 minute presentation on a project based on a process the Learner has improved, followed by a 15 minute Q&A.

33.3% WEIGHTING
INTERVIEW SUPPORTED BY PORTFOLIO OF EVIDENCE
A 45 minute interview, focussed on the knowledge, skills and behaviours the Learner has developed.

Enabling you to develop, progress and achieve.