

# BUSINESS ADMINISTRATOR LEVEL 3

  
**Ofsted**  
Good  
Provider  
October 2019

## ABOUT

A Business Administrator Apprentice will gain knowledge and skills such as:

- Facilitating office organisation and communication by performing administrative duties.
- The company's mission and available products/services.
- The company's Health, Safety and Environmental policies.
- Providing office support including customer and employee support.
- Interacting and building relationships with clients and stakeholders on the telephone.
- Answering telephones and directing calls to the proper department.
- Invoicing and ordering.
- Communicating with external suppliers and stakeholders.
- Using spreadsheets to track expenses and company spending.
- Arranging virtual meetings using software such as Microsoft Teams, Zoom and Skype.
- Using Microsoft Office, Word, Outlook, Excel, and PowerPoint.
- Ordering office stationery and other supplies.
- Managing staff appointments.

## ENTRY REQUIREMENTS

Where a business administrator has not already achieved Level 2 English and Maths, they must do so before completing End-Point Assessment.

## TYPICAL JOB ROLES

- Business Administrator
- Revenue Business Administrator
- Technical Business Administrator
- Business Operations Administrator
- Business Support Administrator
- IT Business Administrator
- Housing Business Administrator



Connect with Us



WWW.NWEAT.CO.UK



**DURATION: 15 MONTHS**

For apprentice to complete.

## EPA REQUIREMENTS

At the end of an apprenticeship, learners are required to carry out End-Point Assessment.

The EPA components for this standard are:

Knowledge Test • Portfolio Based Interview • Project Presentation

## HOW IT WORKS



### 1. SCOPING SESSION

We provide an initial scoping session, which includes everything from mapping the Job Role to the correct Level Apprenticeship, agreeing delivery programmes and helping employers understand the apprenticeship funding process.



### 2. ENROLMENT

We enrol/induct the learners and explain how a bespoke delivery plan, based on the requirements of the business, will work in practical terms.



### 3. DELIVERY

Over the duration of the training we support the learners in the workplace with face to face and remote sessions. We also support the apprentices' mentor and/or line manager's involvement in overseeing the Apprenticeship training.



### 4. ASSESSMENT

We arrange all relevant End-Point Assessment and prepare the learner on what to expect during End-Point Assessment.



### 5. CERTIFICATION

Following the successful completion of the training the learner receives their certification.



Call Us: 0151-526-4949



Email Us: [info@nweat.co.uk](mailto:info@nweat.co.uk)



[WWW.NWEAT.CO.UK](http://WWW.NWEAT.CO.UK)