



LEVEL 3 BUSINESS ADMINISTRATOR APPRENTICESHIP



About the apprenticeship

The Business Administrator apprenticeship is suitable for individuals seeking to enhance their administrative knowledge, skills, and professional behaviours. The competencies developed in this programme are highly transferable and applicable across various industries, including the private, public, and charitable sectors. The apprenticeship provides a strong foundation in organisational operations, functional processes, and an introduction to strategic planning.

The Business Administrator Apprenticeship focuses on delivering high-quality administrative services, underpinned by strong information and communication technology skills, both verbal and written. Apprentices will engage and collaborate with internal and external stakeholders, ensuring they add value to the organisation. They will contribute to operational efficiency by managing priorities, applying problem-solving and decision-making skills, and, where possible, demonstrating leadership qualities through mentoring and coaching. This role requires adaptability, responsiveness, integrity, enthusiasm, and a proactive approach to daily tasks.

After nine months of on-programme training, apprentices will undertake a project or process improvement initiative, guided by their employer and a designated BHT assessor/trainer.

Duration

With a duration of 21 months (including 3 months End Point Assessment), you will receive online training and support from our assessor.

On starting you will undertake an online skills scan enabling us to understand your learning style and needs and we will tailor your learning experience accordingly. Your assessor will work with you to ensure that you stay on track to complete your programme on time by managing your progress through Bud our learning platform.

Off the Job-Training

20% of your time at work is spent completing off the job training. This can be any time devoted to learning and improving new skills and can include:

Online teaching, practical training, writing assignments.

Entry requirements

Aged 16–18: If apprentices lack GCSEs (or equivalents) in English or Maths (Grade 4/C or above), they must achieve Functional Skills (FS) as part of their apprenticeship programme.

Aged 19+: Since 11 February 2025, FS qualifications in Maths are optional, subject to agreement between the apprentice and employer or if they are not required for the job role they are working in. However, it is worth noting that employers seek job applicants who hold an English GCSE or equivalent to be considered for the position.

End Point Assessment

The knowledge, skills, and behaviours that you have learned throughout your apprenticeship, and which confirms that you are occupationally competent will be assessed by an independent assessor. This will be through a combination of the following: - Project Report Summary, Multiple Choice Questions Exam, Project Presentation followed by questioning and a Portfolio-based Interview underpinned by a Portfolio of Evidence.



OUR DELIVERY MODEL

Month 1	Theme 1	Introduction to Business Administration
Month 2	Theme 2	Relevant Regulations
Month 3	Theme 3	The Organisation
Month 4	Theme 4	External Environmental Factors
Month 5	Theme 5	Stakeholders and Building Relationships
Month 6	Theme 6	Planning and Organisation
Month 7	Theme 7	Information and Communication Technology (inc. Record & Document Production and Quality)
Month 8	Theme 8	Policies, Processes and Procedures
Month 9	Theme 9	Business Fundamentals (inc. Financial Processes, Change Management, and Project Life Cycles)
Month 10	Theme 10	Project Management
Month 11	Theme 11	Problem Solving and Decision Making
Month 12	Theme 12	Project Management
Month 13	Theme 13	Professional Development
Month 14	Theme 14	EPA Readiness – ‘showcase’ portfolio of evidence
Month 15	Theme 15	EPA preparation – MCQ (Multiple Choice Questions) L3 standard
Month 16	Theme 16	EPA preparation – Project Presentation with questioning L3 standard
Month 17	Theme 17	EPA Preparation – Portfolio-based Interview underpinned by Portfolio L3 standard
Month 18	Theme 18	Tutorial - Gateway meeting and CIAG
Month 18	Gateway Meeting	
Months 19 to 21	Prepare for and undertake your End Point Assessment (EPA)	

What does it cost?

The cost of the programme is £5000 and is funded by the Government. Non levy paying employers are required to make a co-investment payment of 5% (£250) towards this cost when the learner is aged 22 or over on starting the apprenticeship.

How do I start this apprenticeship?

Contact Brighter Horizons for a candidate enquiry form on **01403 786620** or email info@brighterhorizonstraining.co.uk

Once returned you will be invited to register on Bud, undertake the apprenticeship sign-up process and complete a learning activity ready for the start of your course.