



Anderson Stockley

Accredited Training Ltd.

Advanced Apprenticeship in Business Administration

As a business administrator you will support and engage with different parts of the organisation and interact with internal or external customers. With a focus on adding value, the role of business administrator contributes to the efficiency of an organisation, through support of functional areas, working across teams and resolving issues as requested. The flexibility and responsiveness required allows the apprentice to develop a wide range of skills.

Apprenticeship Components

- Advanced Apprenticeship in Business Administration
- Level 3 Diploma in Business Administration - Portfolio of evidence, workbooks and observations in the workplace
- Level 2 Functional Skills Maths - Invigilated exams for Mathematics
- Level 2 Functional Skills English - Two invigilated exams, discussion and presentation
- Level 2 Functional Skills ICT - Invigilated exam for ICT
- End Point Assessment - Knowledge Test, Portfolio-based Interview and a Presentation
- 20% off the job training - Variety of evidence

Qualification Structure

Learners will need to complete the 7 mandatory units, unit 301-307, along with one optional unit. The optional units are Providing Services in an Administrative Environment, Legal Administration, Medical Administration, Social Media for Business, Marketing and Sales, Human Resources Environment or Providing Administration in the Educational Environment, dependent upon your working environment.

What is Off the Job Training?

Learners must complete 20% 'off the job training' towards their qualification. This could include: mandatory training, lectures, role-playing, simulation exercises, online learning, manufacturer training, practical training such as: mentoring, shadowing, industry visits and attendance at shows/conferences. This could also include time spent writing assignments/assessments.

This does not include: English, Maths, progress reviews, on programme assessment, or training which takes place outside the apprentice's paid working hours.

What is the End Point Assessment?

The end point assessment consists of three elements, knowledge test, Portfolio-based Interview and a Project Presentation.

The knowledge test is a multiple choice test made up of 50 questions, this will have a time limit of 60 minutes to complete. This will be the first stage of the end point assessment and following completion you will progress onto the next 2 stages.

The interview will last for approximately 30-45 minutes and will be conducted by the independent assessor. The portfolio will provide the basis of the interview. The interview is designed to give the apprentice the opportunity to reflect on their portfolio and demonstrate the skills, knowledge and behaviours they have learnt during their time on programme.

The apprentice will be required to deliver a presentation on a project they have completed or a process they have improved. This will need to last for approximately 10-15 minutes and will be followed by a further 10-15 minutes for a Q&A session.

Progression Routes

The administration role may be a gateway to further career opportunities, such as management or senior support roles.