

Business Administration Advanced Level 3 Apprenticeship Standard

Who's it for?

Senior Administrators within an office environment.

Components:

- BTEC Level 3 Diploma in Business Administration
- Mandatory Units:
 - Communicate in a Business Environment
 - Manage Personal and Professional Development
 - Principles of Business Communication and Information
 - Principles of Administration
 - Principles of Business
- Optional Units (optional units can be changed)
 - Monitor Information Systems
 - Resolve Administrative Problems
 - Manage Team Performance
 - Manage Individual staff Development in the workplace
 - Principles of Leadership and Management
- level 2 English
- level 2 Maths

Delivery Model:

Blended delivery including; one to one support with an occupationally competent tutor, and virtual learning environment

End Point Assessment (EPA)

EPA is completed by an External Pearson Awarding Body Assessor.

Learner completes:

Knowledge Test	Assessment of Portfolio
Structured Competency Based Interview	Professional Discussion

Duration	Employer Contribution
13 months	£500

The learner must complete the EPA to achieve the full programme.

Employer Commitment

Employer, Learner and Training company will sign an **Apprenticeship Agreement** with a **Statement of Commitment** from all parties, identifying the key expectations, roles and responsibilities of each party, the key milestones, delivery schedules, employer contribution and End Point Assessment arrangements