

LEVEL 3 BUSINESS ADMINISTRATOR APPRENTICESHIP

HAWK TRAINING



Business Administrator

Level: 3

Duration: 17 months (including End Point Assessment)

Course Type: Apprenticeship Standard

Who is apprenticeships for?

Business Administration apprenticeships, are perfect for the following roles:

- Receptionists,
- Administrators,
- Operations Assistants,
- Data Administrators,
- Front of House Administrators,
- Finance Administrators and many other similar office based roles

What will be achieved at level 3?

- Business Administration Apprenticeship Standard Level 3 Certificate
- Level 2 Functional Skills in Maths and English (if no prior exemption)

What will be involved at level 3?

The Business Administration Level 3 Apprenticeship is made up of several components which cover the programme.

- Following enrolment and induction, programme units are grouped into 3 themes which complement each other. These are Core Business & Administration, Managing Self & Personal Skills and Using Resources & Achieving Results.
- Apprentices will be assessed on their knowledge, skills and behaviours throughout the apprenticeship and tracked online using an e-portfolio and supported by visits from a tutor every 4-6 weeks.
- After each theme is complete, a Mock End Point Assessment is carried out to ensure apprentices are prepared for the End Point Assessment at the end of the programme.

Programme Overview



Level 3 includes an End Point Assessment (EPA)

After a minimum of 372 days and successful delivery of the programme, the end point assessment will take place. The end-point assessment is a synoptic assessment of the skills, behaviours and knowledge that have been learnt throughout the apprenticeship.

The EPA for this standard is made up of three assessment methods:

• Portfolio based interview - Weighting 40%

The interview assesses the apprentice's understanding and learning throughout the programme.

• Project / Improvement presentation - Weighting 40%

The presentation should summarise the aim, outcome and responsibilities of the knowledge, skills and behaviours in the project

• Knowledge test - Weighting 20%

The test will assess the apprentice's sector specific knowledge outlined in the standard. This includes relevant regulation and laws, business fundamentals and project management principles.

Non-Levy Paying **Employers** (With less than 50 employees) L3 £250 per learner This apprenticeship is fully funded by the government if the apprentice is aged 16-18 or the apprentice is 19-24 and has previously been in care or has a Local Authority Education and Health Care Plan. Otherwise there is a charge of £100 or £250 + VAT which can be paid monthly over the duration of the apprenticeship or in full at the

Non-Levy Paying Employers

L3 £250

per learner

This apprenticeship costs £2,000 or £5,000 and is funded by both the employer and the government. The government will pay 95% (£1,900 or £4,750) of the cost. This can be paid monthly over the duration of the apprenticeship or in full at the start. Levy Paying Employers

L3 £5,000

per learner

This apprenticeship costs £2,000 or £5,000 which is funded from the employer's levy pot via the Apprenticeship Service over the course of the apprenticeship.

Interested? Have questions?

start.

Call us!

020 3664 7258

enquiries@hawktraining.com

Find us: Hawk Training 4th Floor, Regal House 70 London Road, Twickenham TW1 3OS









Why choose us?

Based in London and specialising in workbased training and vocational qualifications, Hawk has a proven track record of successfully delivering innovative training and development to thousands of organisations and individuals for 30 years.

We are, above all, dedicated to supporting our learners and employers in the achievement of their individual training needs and helping to improve their career and organisational development opportunities.

We offer a comprehensive range of short courses and Apprenticeship programmes for employed people across a range of occupational sectors.