



## BUSINESS

### LEVEL 3 APPRENTICESHIP

## DETAILS

Starting a Business Administrator Apprenticeship can be a fantastic opportunity for you to kickstart your career. One of the most significant advantages is the ability to earn while you learn. Unlike traditional education routes, apprenticeships allow you to gain practical work experience and earn a salary at the same time.

As an apprentice, you'll be working alongside experienced professionals, learning the job in a real-life setting. This practical experience is invaluable and often more impactful than classroom learning alone.

You'll develop a range of skills that are directly applicable to your job, making you a valuable asset to any employer.



As part of the apprenticeship, you will support and engage with different parts of the organisation and interact with internal and/or external customers. With a focus on adding value, your role contributes to the efficiency of an organisation, through support of functional areas, working across teams and resolving issues as requested.

#### Programme in Brief

- Duration - 16 months
- Blended delivery including Face-to-face, and online learning
- Develop learners knowledge, skills and behaviours
- End-point Assessment

# ON PROGRAMME LEARNING

This is when you will learn the skills, knowledge and behaviours which will support you for your end-point assessment. You will take part in a combination of activities, such as face-to-face classroom-based sessions, remote learning sessions, work shadowing and online learning, in order to support your learning and development and compile a portfolio of evidence.



## KNOWLEDGE

- The Organisation
- Value of their skills
- Stakeholders
- Relevant regulation
- Policies
- Business Fundamentals
- Processes
- External environment factors



## SKILLS

- IT
- Record & document production
- Decision Making
- Interpersonal skills
- Communications
- Quality
- Planning and Organising
- Project Management



## BEHAVIOURS

- Professionalism
- Personal qualities
- Managing performance
- Adaptability
- Responsibility

## Off-the-Job Training

Apprenticeships are about upskilling an individual. Reaching occupational competency takes time. Many employers and apprentices have praised the positive effect off-the-job training has on their productivity and apprentices feel valued by the significant investment in their training. All off the job training must be relevant to the Apprenticeship Standard being undertaken. This will be agreed before you commence your programme.

# END-POINT ASSESSMENT

At the end of the on programme learning, you will be required to undertake an end-point assessment to demonstrate that you have met the occupational standard. This includes:

- Knowledge test
- Portfolio-based interview
- Project presentation



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