

# APPRENTICESHIP STANDARDS ASSESSMENT AND SOLUTIONS

## BUSINESS ADMINISTRATOR

- AP03
- LEVEL 3
- 18 MONTH PROGRAMME



## BUSINESS SECTOR

### OVERVIEW

The role of a Business Administrator is to support and engage with different parts of the organisation and interact with internal or external customers. With a focus on adding value, the role may involve working independently or as part of a team and will involve developing, implementing, maintaining and improving administrative services. The flexibility and responsiveness required allows the apprentice to develop a wide range of skills.

### ROLE PROFILE

Business Administrators have a highly transferable set of knowledge, skills and behaviours that can be applied in all sectors. This includes small and large businesses alike; from the public sector, private sector and charitable sector. Business Administrators develop key skills and behaviours to support their own progression towards management responsibilities.

The role involves demonstrating strong communication skills (both written and verbal) and adopting a proactive approach to developing skills.

The Business Administrator is also expected to show initiative, managing priorities and own time, problem-solving skills, decision-making and the potential for people management responsibilities through mentoring or coaching others.

### YOUR APPRENTICES' LEARNING JOURNEY

The apprenticeship learning journey for this programme is typically 18 months. The journey will include developing business administration knowledge, skills and behaviours and the achievement of Level 2 English and Maths.

On completion of their learning journey, apprentices will undertake an End-Point Assessment, with an independent iCQ assessor.

Throughout their journey, your apprentices will record and update their progress using iCQ's **iLearner** system, and their End-Point Assessment will be delivered using **iLearner**.

### FURTHER INFORMATION

The full Standard, Assessment Plan and current funding details can be viewed on the [Institute for Apprenticeships & Technical Education](#) website.



LEARNING  
JOURNEY



GATEWAY  
MEETING



END-POINT  
ASSESSMENT

# APPRENTICESHIP STANDARDS END-POINT ASSESSMENT

## BUSINESS ADMINISTRATOR - LEVEL 3

### ▶ **KNOWLEDGE TEST**

A 60-minute multiple-choice test delivered using iLearner comprising 50 questions. Results and a strengths and weaknesses report is provided on **iLearner**.

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### ▶ **PORTFOLIO-BASED INTERVIEW**

The 30 to 45-minute Interview assesses your apprentices' application of skills and behaviours and self-reflection of performance.

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### ▶ **WORK BASED PROJECT PRESENTATION WITH Q&A**

A 10 to 15-minute presentation of a Project your apprentices have completed or a process they have improved, followed by a 10 to 15-minute Question and Answer session.



APPRENTICES CAN ACHIEVE A PASS OR A DISTINCTION GRADE.

## WANT TO KNOW MORE?

For further information, please contact us:

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