

Business Administrator

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 involved allows the apprentice to develop a wide range of skills – business administrators have a highly transferable set of knowledge, skills and behaviours that can be applied in all sectors.

You can see more information about the apprenticeship standard at [Skills England](#).

Level

3

Duration

8

months minimum*

Assessment methods

1

Multiple choice test

The knowledge test comprises of 50 questions, 60 minutes is allowed to complete the test. Results and a strengths and weakness report is provided.

2

Portfolio-based interview

The 30-45 minutes interview assesses the apprentices' application of skills and behaviours and self-reflection of performance.

3

Project presentation with Q&A

A 10-15 minute presentation of a project the apprentice has completed or a process they have improved followed by a 10-15 minute question and answer session.



Learning



Gateway



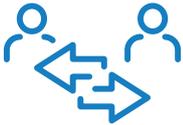
End-Point Assessment

The EPA Process



Gateway meeting:

training provider, employer and apprentice meet to determine if they are ready for their EPA, and submit any files as needed through the iLearner system.



Assessor meeting:

the employer and an iCQ Assessor meet to agree any evidence submitted by the apprentice and plan dates for assessments.



Learner preparation:

the employer and training provider make sure the learner is familiar with the iLearner tools and formats of their assessments.

End-Point Assessment is carried out by iCQ Assessor.

Cost	£650 (in person), £550 (remote)
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With you every step of the way

iCQ support the complete apprenticeship journey for employers, training providers and learners through our innovative iLearner platform – making it easy and quick to record and track progress.



*Apprenticeship starts from 1st August 2025 are eligible for the 8-month minimum duration, starts before 1st August 2025 are subject to a 12-month minimum duration.