

APPRENTICESHIP FACTSHEET

BUSINESS ADMINISTRATOR

⌚ Duration: 15 Months | 📖 English & Maths: Level 2 | 📈 Level: 3

THE APPRENTICESHIP

Business Administrators have a highly transferable set of knowledge, skills, and behaviours. This includes small and large businesses alike, from the public, private, and charitable sectors. Business Administrators improve skills and behaviours to support their progression towards management responsibilities.

As part of the role, you will support and engage with different parts of the organisation and interact with internal or external customers. With a focus on adding value, the role of business administrator contributes to the efficiency of an organisation.

The role involves having strong communication skills and adopting a proactive approach to developing skills.

COURSE CONTENT



FOR MORE INFO

WHAT WILL YOU ACHIEVE?

This Apprenticeship will provide you with a better understanding of Business Administration and assist with career development. By the end, you will be able to:



USE MULTIPLE IT PACKAGES AND SYSTEMS RELEVANT TO YOUR ORGANISATION



DEMONSTRATE THE NECESSARY LEVEL OF EXPERTISE REQUIRED TO COMPLETE TASKS AND APPLY YOURSELF TO CONTINUOUSLY IMPROVE YOUR WORK



BUILD AND MAINTAIN POSITIVE RELATIONSHIPS ACROSS YOUR ORGANISATION



MAKE DECISIONS BASED ON SOUND REASONING AND DEAL WITH CHALLENGES AS THEY ARISE



ACHIEVE A NATIONALLY RECOGNISED QUALIFICATION AND RECEIVE VALUABLE WORK EXPERIENCE

WHY CHOOSE PCS?

Since 1996, Protocol Consultancy Services have guided over 5,000 learners through Apprenticeship programmes and achieved a 90% success rate. Benefits include:



TRAINING IS TAILORED TO MEET THE INDIVIDUAL NEEDS OF THE LEARNER AND EMPLOYER



PERSONAL TRAINING ADVISORS DELIVER HIGH-QUALITY BLENDED LEARNING, FACE-TO-FACE TEACHING AND INFORMATION ADVICE AND GUIDANCE THROUGHOUT THE PROGRAMME



RESOURCES WILL BE PROVIDED TO ASSIST LEARNERS DURING THEIR APPRENTICESHIP



SUBJECTS ARE BROUGHT TO LIFE USING ONLINE RESOURCES AND VIRTUAL LEARNING ENVIRONMENTS



REGULAR UPDATES ARE PROVIDED TO KEEP YOU UP-TO-DATE OF YOUR PROGRESS

OFF-THE-JOB TRAINING

The apprentice must receive off-the-job training (OJT) for a minimum of 20% of the time that they are paid to work throughout the duration of the Apprenticeship. There are many activities that can be calculated towards the OJT hours such as:



END POINT ASSESSMENT

Duration: 3 Months

The End Point Assessment (EPA) begins when the Employer, Apprentice, and Protocol Consultancy Services agree the apprentice has met the apprenticeship standard, as shown in progress reviews.

The EPA ensures industry standards are met and can start after twelve months of learning once the apprentice is competent. Functional skills in English and Maths must be completed before the EPA.



EPA Methods



ASSESSMENT METHOD 1: A KNOWLEDGE TEST WITH 50 QUESTIONS AND LASTING NO MORE THAN 60 MINUTES



ASSESSMENT METHOD 2: A 30-45 MINUTE INTERVIEW BASED ON THE LEARNERS PORTFOLIO



ASSESSMENT METHOD 3: A 10-15 MINUTE PROJECT PRESENTATION WITH 10-15 MINUTE Q&A SESSION

PROGRESSION

There are several progression opportunities available following the completion of this level 3 Apprenticeship course, which members of our recruitment team will be happy to give you advice and guidance to support your choices.

Get in touch using the information or QR code below

CONTACT US

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