



BUSINESS ADMINISTRATION LEVEL 3

APPRENTICESHIP STANDARD



Business Administration Level 3

Duration: 10 months + EPA

Workshop modules

- Organisation, Planning and Own Organisational Skills
- Value of their skills, Decision Making and Quality
- Processes, Record and Document Production
- Stakeholders, interpersonal skills and business communication
- Business Fundamentals and Project Management
- Policies, relevant regulations and IT
- External Environmental Factors

End Point Assessment

Knowledge Test

Apprentices will be given 60 minutes to answer 50 multiple choice questions. This test is delivered online.

Portfolio Based Interview

The apprentice's portfolio will provide the structure to the interview, therefore the apprentice will need to discuss their performance over the apprenticeship. The interview should last between 30-45 minutes.

Project Presentation

The apprentice will deliver a presentation on a project or process they have improved. The presentation will last for 10-15 minutes and will be followed by a 10-15 minute Q&A.

Maths, English and Functional Skills within the Apprenticeship

All apprentices have the opportunity to develop English and maths skills as part of their apprenticeship and will need to develop skills sufficient for competence in their chosen apprenticeship standard.

A 16-18 year old must complete functional skills qualifications if they do not hold existing qualifications.

An individual aged 19 or over that does not hold existing qualifications, should decide with their employer if they would like to achieve functional skills but these would not be needed to achieve their programme.

Google
★★★★★ 4.9/5

★ Trustpilot
★★★★★ 4.9/5

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