

Business Administrator Apprenticeship Level 3

Programme Information



What is Level 3?

Academically:

- Roughly equivalent to A levels
- Mostly independent research with guidance from tutor
- Expectation that work will be referenced and include a bibliography as appropriate

Competency/job role:

- Able to work independently, know own role and responsibilities and work to these.*
- Be proactive as necessary
- Be aware of own limitations and boundaries of role and know who to go to for further support or guidance
- Be able to work unsupervised.

*This could include taking responsibility for certain tasks, knowing who does what and who to address queries to. Being able to make suggestions for improvement where appropriate

Length of Programme

- Based on the funding rules around the minimum duration for an apprenticeship this programme will normally be approximately 18 months.
- This may be reduced if you have prior knowledge, qualifications and/or experience.
- This is 15 months on programme and then the final 3 months are for the end point assessments to be carried out.
- Employment contracts must be long enough for you to be able to complete and pass their end point assessments.

BA Training Programme

Initial Assessment

On Programme Learning (12 Months Minimum)

- Learning and Development
- On-the-Job Training
- Off-the-Job Training
- Apprenticeship Portfolio
- English and Maths – Level 2 Functional Skills or Equivalent

Assessment Gateway

- Employer determines when you are ready to proceed to the end-point assessment (EPA); employer may take guidance from the provider.
- EPA must take place after a minimum of 12 months of learning.

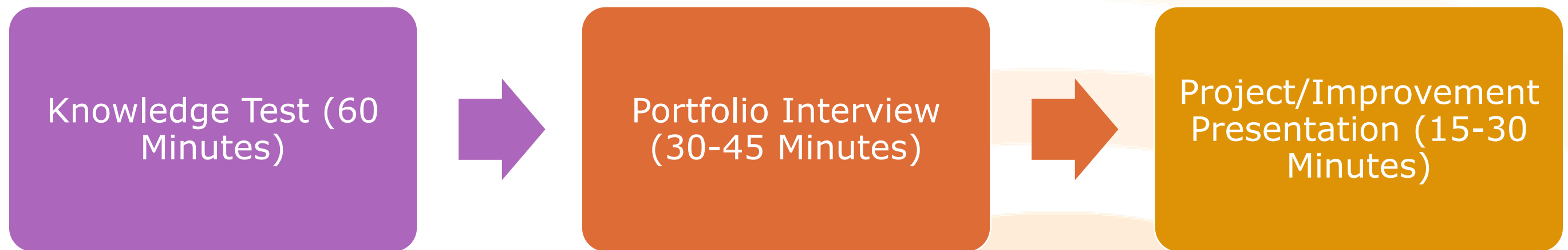
End Point Assessment (EPA) (Over 2 Weeks Maximum)

- Portfolio Interview (supported by the apprentice portfolio)
- Knowledge Test
- Project Presentation with Q&A
- Apprenticeship Completion and Certification

End Point Assessment

(following completion of on-programme section)

- The Independent Assessment Organisation (IAO) is responsible for EPA and will feedback to the employer.



- Learner Completes Assessment:
 - Assessment is expected to be completed within three months of triggering gateway.
 - Each assessment method needs to be passed, and you will receive a grade of fail, pass or distinction; to be determined by weighting.
 - Appropriate records are kept for review and quality assurance, internal and external.
 - You have the right of appeal.

The Apprenticeship Overview

Your apprenticeship includes:

Maths and English
development
(and/or Functional
Skills exams)

Work placement

Workplace mentor

Personal tutor

Opportunities to
specialise (if
appropriate)

Assessment

- Formative assessment will take place throughout the apprenticeship.
 - This refers to ongoing checks on learning that provide feedback to you from your tutor, helping to identify strengths and areas for development.
- The more effort that is put in at this stage the better you will be prepared.
- The KSB (Standards) document and the Induction Workbook outline the final End Point Assessment (EPA) that will be undertaken.

Bear in Mind



- ❑ The qualification is the apprenticeship.
- ❑ Formal assessment is conducted at the end (like learning to drive).
- ❑ Withdrawal at any point before passing the end point assessments results in having nothing to show for time and effort already invested.

Off-the-job-training (OJT)

All apprenticeship work must be carried out in paid hours.

You will be required to keep a log of these hours (guidance and a template will be provided).

Funding rules require that an apprentice has 20% of their working hours (capped at 6 hours) for off-the-job training time.

The employer should timetable 4 hours a week (or a monthly equivalent) for you to be relieved of their duties in order to complete course work.

The remainder of the 20% consists of activities such as team meetings, adhoc training by colleagues etc. (guidance in separate document).

You must not waste this time – if you do then you will need to make it up outside of paid hours.

Additional Requirements for Maths and English (Age 16-18)

- You will need to have a Level 2 in Maths and English before you can complete your End Point Assessment.
- For this requirement to be relaxed you will need to have achieved a 4 or above at GCSE.*
- If you need to do the Functional Skills exams in Maths and/or English, you will require additional time out to develop your skills and prepare for the exam.
- Profile will provide a tutor, but additional support from the employer may be appropriate.

*This will need to be evidenced by your Personal Learning Record or statement of results.

Additional Requirements for Maths and English (19+)

- Functional Skills Qualifications are now optional for apprentices age 19+ when they start their apprenticeship.
- The decision of whether you are required to complete the functional skills qualifications, is down to you and your employer together.*
- If you need to do the Functional Skills exams in Maths and/or English, you will require additional time out to develop your skills and prepare for the exam.
- Profile will provide a tutor, but additional support from the employer may be appropriate.

*Although FSQs are now optional, it is recommended for you to complete the qualifications to aid with your career opportunities.

Pay

□ Current Rates:

- These rates are for the National Living Wage (for those aged 21 and over) and the National Minimum Wage (for those of at least school leaving age). The rates change on 1 April every year.

	21 and Over	18 to 20	16 to 17	Apprentice
April 2025	£12.21	£10.00	£7.55	£7.55

□ Apprentices are entitled to the apprenticeship rate if they're either:

- Aged under 19
- Aged 19 or over in the first year of their apprenticeship
- Please bear in mind if you work term time only, you will be paid on a pro-rata basis

Expected Contact

Mentor

Ideally 30 minutes per week or equivalent



Tutor

Approximately every 4 weeks and conducted remotely via Teams or similar platform.

- ❑ Face to face contact may be arranged as a special measure but subject to individual apprentice/employer/tutor agreement and negotiable. (This will not apply to employers outside of Kent).
- ❑ Further meetings may be arranged for Functional Skills and/or additional support if required.

Contact Details

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Useful Links

[Business Administrator Level 3 – Apprenticeship Standards](#)

[ACAS – Pay and Hours for Young Workers \(under 18\)](#)

[Gov.uk – National Minimum and Living Wage Rates](#)

[Profile Development and Training Ltd Homepage](#)