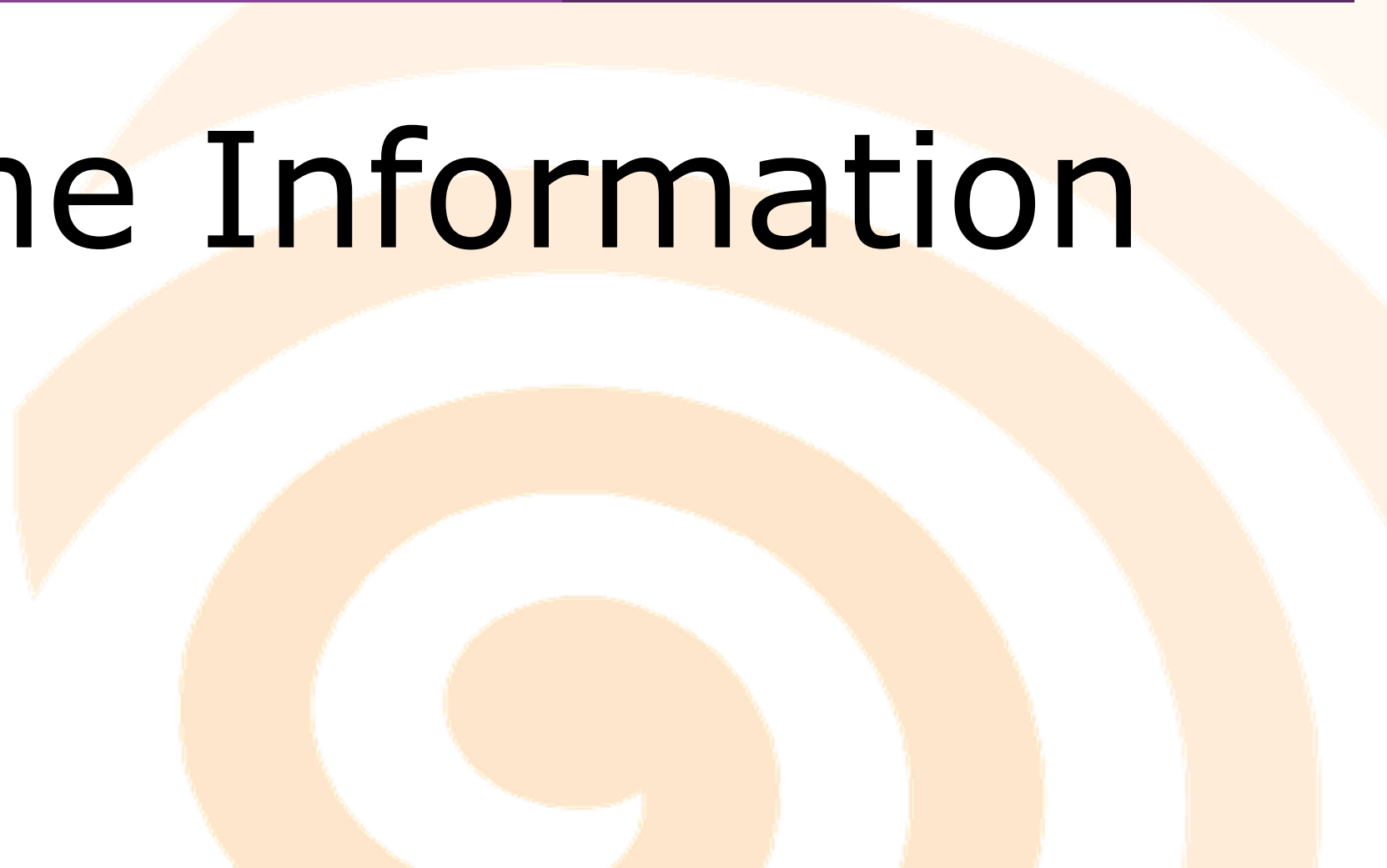


Business Administrator Apprenticeship Level 3

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 the apprentice has 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 the apprentice 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 the apprentice is ready to proceed to the end-point assessment (EPA); employer may take guidance from the provider.
- Currently EPA can only 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

Pre-recruitment

- 
- Check that the job role will meet the requirements of the apprenticeship (the knowledge, skills and behaviours - KSBs).

- 
- Consider who will mentor the apprentice – this is a commitment of around 30 minutes a week with additional responsibilities (and time) for observations and progress reviews.

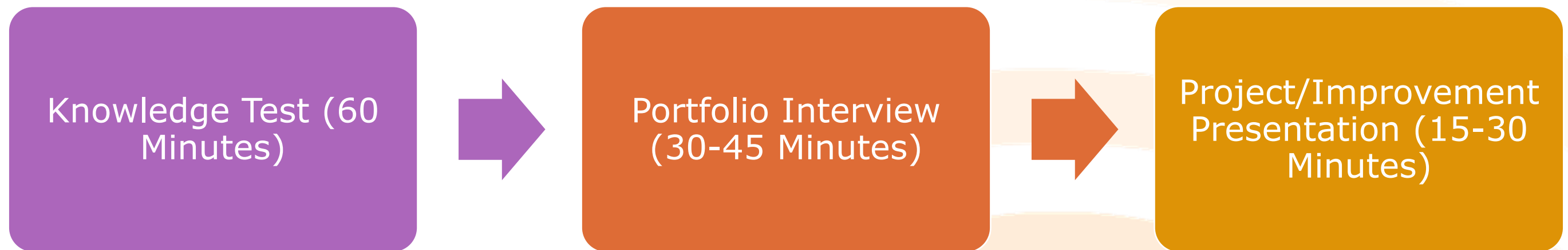
- 
- Plan where the apprentice will be placed as they must be able to achieve all of the KSBs.

- 
- Consider any additional induction and training requirements – see the employer role document.

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 the learner receives a grade of fail, pass or distinction; to be determined by weighting.
 - Appropriate records are kept for review and quality assurance, internal and external.
 - The learner has the right of appeal.

Portfolio of Evidence

- Only evidence related to the KSBs that will be assessed by this assessment method.
- It will typically contain 15 pieces of evidence.
- Evidence must be mapped against the KSBs. It may include:
 - Workplace policies and procedures
 - Safeguarding and prevent certificates
 - Records of continuing professional development
 - Mentor observation records
 - Knowledge assignments
 - Witness statements
 - Annotated screenshots
- The portfolio of evidence can include reflective accounts or any methods of self-assessment.
- Any employer contributions should focus on direct observation of performance (for example, witness statements) rather than opinions.
- The evidence provided should be valid and attributable to the apprentice; the portfolio of evidence should contain a statement from the employer and apprentice confirming this.

The Apprenticeship Overview

The 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 the learner from their tutor, helping to identify strengths and areas for development.
- The more effort that is put in at this stage the better the apprentice 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.

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

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

The employer should timetable 4 to 6 hours a week (or a monthly equivalent) for the apprentice 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).

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

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

- The apprentice will need to have a Level 2 in Maths and English before they can complete their End Point Assessment.
- For this requirement to be relaxed the apprentice will need to have achieved a 4 or above at GCSE.*
- If the apprentice needs to do their Functional Skills exams in Maths and/or English, they will require additional time out of class to develop their 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 their 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 the apprentice is required to complete their functional skills qualifications, is down to the apprentice and employer together.*
- If the apprentice needs to do their Functional Skills exams in Math and/or English, they will require additional time out of class to develop their 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 the apprentice to complete the qualifications to aid with their career opportunities.

Additional Requirements

The apprentice will need access to:

- A laptop or computer in order to research and complete assignments. It will need a camera and microphone for their tutor meetings (via Teams or similar).
- A quiet space for study in their off the job training time and for online meetings with their tutor.
- Adequate internet/WiFi in the workplace.

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 they work term time only, they will be paid on a pro-rata basis

Expected Contact

Mentor

Ideally 30 minutes per week or equivalent - see mentor handbook for further details.



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.

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Please note that Casey Gibbons is the Designated Safeguarding Lead (DDSL)

Please note that Sarah Holton is the Data Protection Officer

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](#)