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APPRENTICESHIPS

Business Administration Apprenticeship Level 3

RECRUITING YOUR APPRENTICE

Tell us all about your Administrator vacancy and what it is like to work for your business. We will then carefully match suitable candidates and present you with the most suitable CVs in a shortlist.

You can then inform us of who you would like to meet and we will arrange interviews on your behalf. We interview and conduct initial assessments on all of our candidates to ensure from the onset that they are committed and are suitable for the apprenticeship and your business

OFF THE JOB STUDY

Your apprentice will attend our classroom lessons on set days to lean the theory of the course. Our Business Skills Tutor Alexander Hicks will deliver the training to cover all of the standards outlined for the Level 3 qualification.

COURSE TOPICS

ICT
Document Management
Decision Making
Performance Management
Personal Qualities
Quality Standards
Planning
Communication Skills
Project Management
Understanding Organisations

QUALIFICATION EXPLAINED

Your Apprentice Business Administrator must be employed for a minimum of 30 hours per week for a minimum period of 13 months in order to gain the Level 3 qualification. During this time, they must complete a work based project.

This apprenticeship is designed to develop the learners' **knowledge, skills and behaviours** in order to successfully complete an End Point Assessment. This consists of a knowledge test, a portfolio based interview and a presentation.

If I employ an Apprentice, what are my responsibilities?

Your apprentice must be allocated a mentor in the workplace to assist them within the day to day working environment and to act as contact for the tutor. This is usually their class teacher they work with regularly.
The mentor/employer must;

- Support the apprentice, while on-programme, to achieve the standards
- Determine when the apprentice is working at or above the level outlined and is ready for their end point assessment (EPA)
- Support the apprentice as they develop their portfolio
- Ensure all appropriate permissions are received from parents/ carers

OFF THE JOB TRAINING

The Apprentice must receive 20% of their employed time completing "off the job" training. The classroom based training we provide equates to 10% of this time.

Off the job training can include inset days, staff meetings / briefings, self-study and coaching.

Please note that "off the job" training must be evidenced and you will be required to confirm that the "off the job" training that is recorded by the Apprentice / our Trainer is true and accurate.

ENTRY REQUIRMENTS

Some employers find their own apprentice or decide to offer the apprenticeship to an existing member of staff. All candidates must hold an equivalent of a Grade 4/C in English & Maths.

In order to pass the Level 3 Apprenticeship learners will need to achieve a Grade 4/C in both Maths and English.

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