

APPRENTICESHIPS

Business Administrator (Bus Admin) Level 3



PROGRAM DETAILS

This program is for learners who wish to work in administration. Business administrators have a highly transferable set of knowledge, skills and behaviours that can be applied in all sectors. The role may involve developing, implementing, maintaining and improving administrative services. Learners will develop key skills, knowledge and behaviours to better understand and work in the role of a highly competent administrator. Learning and assignments will be put into the context of the learners' working environment to best support your learner.

RECRUITING YOUR APPRENTICE

Once you have registered a job with us and told us all about your requirements, what it is like to work in your setting and the type of person you are looking for, we will then carefully match suitable candidates and present you with the most suitable candidate CV's. We advertise your vacancy on our website and also on our social media channels. We will arrange interviews on your behalf and manage the job offer process when you are ready to appoint. 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 school.

ENTRY REQUIREMENTS

Learners will be expected to hold a GCSE in Maths and English at Grade C/4 before they begin the apprenticeship, or to have achieved these by the end of 18-20 month apprenticeship. We require all candidates to have a minimum of a C/4 or functional Skills level 2 in at least one of the subject areas before enrolment. For those who need to complete either maths or English, Functional Skills tuition is available from our specialist tutors who will support you to complete the final exam.

TRAINING DELIVERY

Learners will enjoy a blended approach to delivery and attend our Tutor led classroom session at our Carlisle based training centre (or via live ZOOM conferencing technology) one full day a month.

These are planned sessions across the academic year which are underpinned by online interactive learning via our bespoke platform OLLIE.

COURSE CONTENT

This apprenticeship is designed to develop the learners' knowledge, skills and behaviours (K.S.B) in order to successfully complete an EPA (End Point Assessment).

Opposite you will see a breakdown of the K.S.B the learner will be exposed to in this apprenticeship.

APPRENTICESHIP DETAILS

The course content includes a range of topics which make up the variety of knowledge, skills and behaviours of what makes for a highly competent and professional Administrator. The training delivery will cover the following KSB's;

Skills

- IT - Skilled in the use of multiple IT packages and systems
- Decision making - Exercises proactivity and good judgement
- Interpersonal skills - Builds and maintains positive relationships
- Communications - Demonstrates good communication skills
- Quality - Completes tasks to a high standard and applies them to improve
- Planning and organisation - Takes responsibility for initiating and completing tasks
- Project management - Uses relevant project management tools to scope, plan, monitor and report

Knowledge

- The organisation - Understands organisational purpose, activities, aims, values & vision
- Value of their skills- Knows organisational structure and how their work benefits the organisation
- Stakeholders - Has a practical knowledge of managing stakeholders
- Relevant regulation - Understands laws and regulations that apply to their role
- Business fundamentals - Understands the applicability of business principles
- Processes - Understands the organisation's processes; making payments or processing orders

Behaviours

- Professionalism - Behaves in a professional way, acts as a role model, contributing to team cohesion
- Personal qualities - Shows exemplary qualities that are valued including integrity & reliability
- Managing performance - Takes responsibility for their own work, accepts feedback in a positive way
- Adaptability - Can accept and deal with changing priorities related to both their own work and to others
- Responsibility - Takes a clear interest in seeing that projects are successfully completed

EMPLOYER 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 Line Manager they work with regularly.

The mentor/employer must;

- Support the apprentice, while on-programme, to achieve the standards set out in the apprenticeship
- Pay a min of £4.81 an hour (from April 2022)
- Offer min of 30 hours a week
- Fund the learners' enhanced DBS upon offer of employment
- Determine when the apprentice is working at or above the level outlined and is ready for their end point assessment
- Support the apprentice as they develop their portfolio of evidence
- Allow 20% of time off the job for online learning and classroom based lesson attendance
- Allow opportunities for a variety of off the job training such as attendance to inset day training, staff meetings or briefings, and coaching from a range of staff

FUNDING & COSTS

If your school, nursery or business pays into the apprenticeship levy, the cost of the training is covered. If you don't pay into the levy then the government still covers 95% of the costs so you only pay **£250 of the Business Administration course fees**;

HOW MUCH DOES IT COST TO EMPLOY AN APPRENTICE SCHOOL ADMINISTRATOR?

Based on a typical **term time only** contract; 30 hours week apprentice wage (£4.81 from 1st April) the wage bill/cost of an apprentice Administrator would only be **£6,414 a year**.

example calculation - ($£4.81 \text{ hr} \times 30 \text{ hrs a week} \times 44.45 \text{ weeks}$ (39 working weeks plus 5.45 holiday weeks' pay) = £6414) **Please note that we do encourage employers where possible to pay more than minimum wage if they can.**

**£1000 incentive
for 16-18 year old hires**

LEARNER JOURNEY

The **Business Administration Apprenticeship** typically takes between **18 to 20 months to complete**. The program includes 18 months of "on-programme learning" followed by assessment for **Gateway**. Learners will be provided with a clear scheme of work which will set out the scheduled classroom and online sessions, 1-2-1 reviews, Tutor observations and mock end point assessments. Using OLLIE, our online learning tool, allows learners to prepare for and gain knowledge of topics prior to live classroom delivery. This virtual learning platform has been specially designed for our learners and is a fun, interactive tool which clearly measures learner success and assists in the decision to move a learner to Gateway.

GATEWAY

When an apprentices is ready for Gateway, they must have proof that they hold a **Level 2 in English & maths**. Learners engaged in Functional Skills training must have completed training and achieved the correct grade before EPA can take place.

END POINT ASSESSMENT

The EPA for Business Admin is made up of a multiple choice Knowledge Test lasting a maximum of 60 minutes and includes 50 equally weighted multi-choice questions with four possible answers each. In addition there is a Portfolio-based Interview lasting for 30-45 minutes. The Portfolio of Learning should contain evidence of a minimum of 8-12 pages.

This apprenticeship also requires learners to take part in a Project Presentation. The apprentice must deliver a 15 min presentation on a project they have completed or a process they have improved. This is followed by a 10-15 minute Q&A session. The project is completed from month 9 of the apprenticeship.

The learner is awarded either a distinction, pass or fail following EPA. Should they fail one or more of the EPA methods they will be offered the opportunity to take a resit/retake.



Administrator studying L3

To find out more about candidates in your area,
please get in touch with Sarah Taylor, Lead Tutor at
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