



Programme Guide

# Business Administrator

Business administrators are integral to every organisation, supporting the development, maintenance, and improvement of essential administrative services for successful business operations. This programme is suitable for those new to the role and those looking to advance their careers.

## Programme Description

The programme focuses on developing learners' knowledge, skills, and behaviours to enhance organisational efficiency by supporting functional areas, collaborating across teams, and resolving issues as needed.

### Qualification

Level 3 Business Administrator

### Apprenticeship Duration

16-18 months (+3 months for EPA)

### Start Date

Rolling Start Dates

### Awarding Body

Highfield Assessments

## Key Learning Aims

The programme coverage below details the various topics learners will explore in monthly sessions with their tutor. All topics align with government Apprenticeship Standards, equipping learners with the core knowledge, skills, and behaviours essential for success.

Programme Coverage	
Knowledge & Skills	
The Organisation	Value of Their Skills
Stakeholders	Relevant Regulation
Policies & Processes	Business Fundamentals
Project Management	External Environmental Factors
Communications	Quality
IT	Record & Document Production
Decision Making	Interpersonal Skills
Planning & Organisation	
Behaviours	
Professionalism	Personal Qualities
Managing Performance	Adaptability
Responsibility	

## End Point Assessment

Upon completion of learning, the employer, learner, and Intec will determine whether the learner has acquired the necessary knowledge, skills, and behaviours to proceed to the Assessment Gateway. This will initiate the End Point Assessment, which is graded as a pass, distinction, or fail, depending on the programme.

40% Weighting

### Project Presentation with Q&A

A 15-minute presentation on a project focused on a process the learner has improved, followed by a 15-minute Q&A session.



40% Weighting

### Interview with Evidence

A 60-minute observation to assess the knowledge, skills, and behaviours the learner has developed.

20% Weighting

### Multiple Choice Test

A 60-minute multiple-choice test with 50 questions.

## Programme Pathway

An apprenticeship will support your career by providing the skills needed to succeed in the workforce. Learners can further enhance their skills and knowledge by progressing to one of our higher-level programmes.

