

FACT SHEET

Level 3 Business Administrator Apprenticeship Standard



Southern Health
NHS Foundation Trust

Qualification Overview

Upon successful completion of your Business Administrator Level 3 Apprenticeship, you will qualify with a Level 3 Business Administrator Apprenticeship in addition to Level 2 Functional Skills in Maths and English.

Occupational Profile

The role of the business administrator is to support and engage with different parts of the organisation and interact with internal and external customers. With a focus on adding value, the role of business administrator contributes to the efficiency of an organisation, through support of functional areas, working across teams and resolving issues as requested.

Business administrators will be expected to deliver their responsibilities efficiently and with integrity – showing a positive attitude. The role involves demonstrating strong communication skills (both written and verbal) and adopting a proactive approach to developing skills. The business administrator is also expected to show initiative, managing priorities and own time, problem – solving skills, decision making and the potential for people management responsibilities through mentoring or coaching others.

The business administrator's role may involve working independently or as part of a team and will involve developing, implementing, maintaining and improving administrative services. Business administrators develop key skills and behaviours to support their own progressions towards management responsibilities.

Qualification Objectives include the following:

Learning, coaching and resources used to develop your skills, knowledge and behaviour throughout the duration of the qualification will be in the following key areas:

Skills	Knowledge	Behaviours/Attitude
The organisation	Business fundamentals	Professionalism
Policies	Project management	Personal qualities
Stakeholders	Decision making	Managing performance
Relevant regulation	Planning and organisation	Adaptability
Processes	IT	Responsibility

End Point Assessment

Once the programme learning is complete and you, your employer and the training provider agree that the necessary knowledge, skills and behaviours have been met, you will be put forward to the Assessment Gateway which will trigger the End Point Assessment. The assessment will be carried out with an independent body to ensure you can demonstrate the following:

- Knowledge test
- Portfolio – based interview
- Project/improvement presentation

**** All assessment methods need to be passed in order for you to successfully achieve the qualification.**

Level 3	Duration 18 months
Cost £5,000	

Entry Criteria:

Full support of your manager

How to apply?

Email: [Vocational Centre](#) for application details.

Please Note:

Where a business administrator has not already achieved level 2 Literacy & Numeracy, they must do so before taking the end point assessment.



OUR VALUES

