

Business Administrator **Pearson BTEC Level 3 Diploma**

Duration: 18 Months

Overview of role

Business Administrators develop key skills and behaviours to support their own progression towards management responsibilities. The responsibilities of the role are to support the organisation and interact with internal and external customers. The role of the Business Administrator contributes to the efficiency of the organisation, through support of functional areas, working across teams and resolving issues. Skills to be demonstrated are IT, record and document production, decision making, interpersonal skills, communications, quality, planning and organisation and project management. Knowledge to be demonstrated is of the organisation's policies and procedures, laws and regulations. Behaviours to be demonstrated are professionalism, managing performance, adaptability, responsibility, integrity, reliability and self-motivation.

Attendance at college one day a month. In addition, 20% study time in the workplace.

Workplace visits once a month. A portfolio of evidence is compiled using an eportfolio and optional units are chosen to suit the job role. Assessment methods include workplace observations, workplace evidence, personal statements, professional discussions, witness testimonies and knowledge questions.

After 12 months, an end point assessment is undertaken consisting of a knowledge test, portfolio-based interview and project presentation. The apprentice must be able lead a project from month 9.

Entry requirements

GCSE English Language and Maths at Grade 4/C or above. Exemptions are available for relevant GCSE Grades 4/C or above.

For more information, or to apply contact:
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