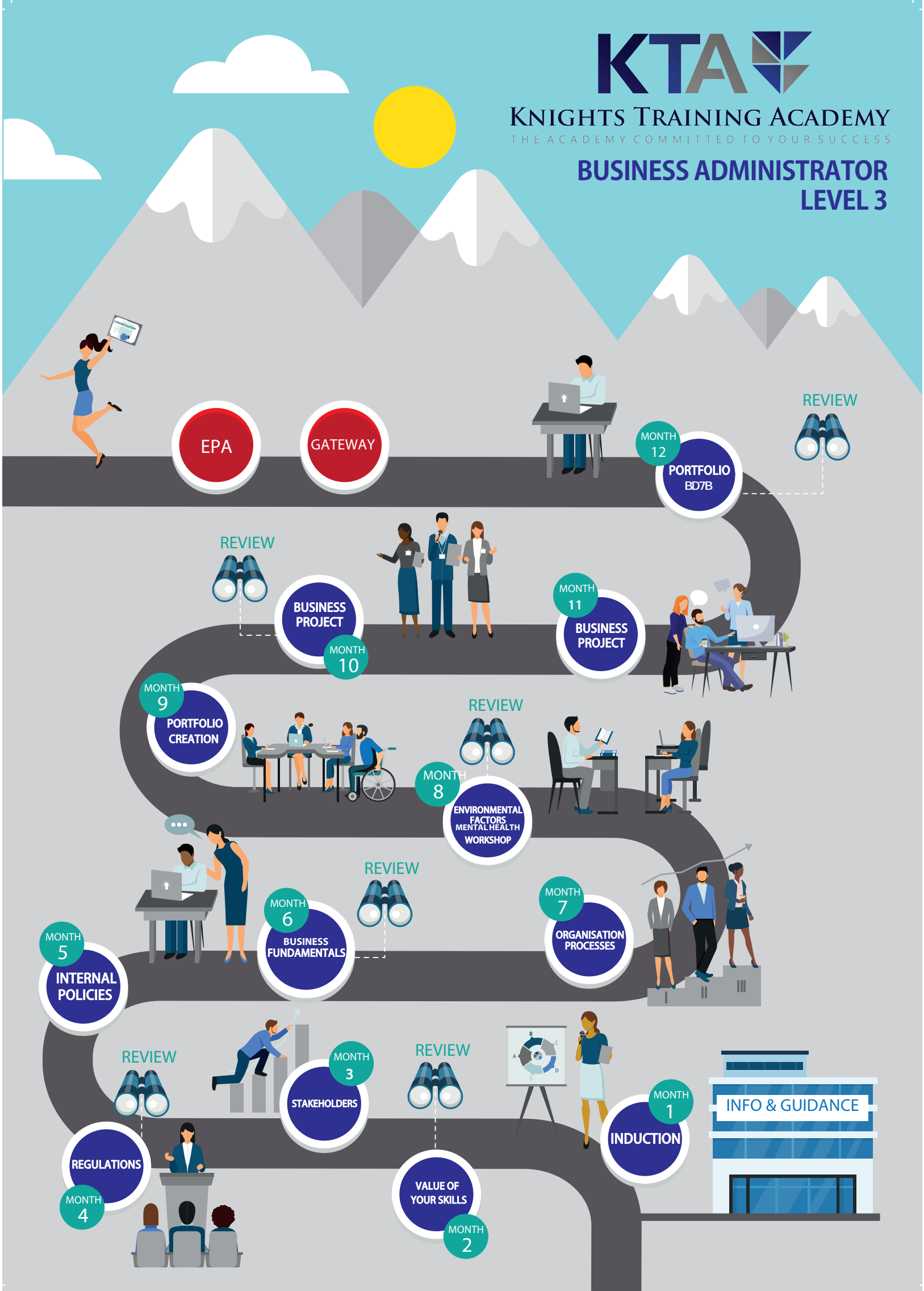




KNIGHTS TRAINING ACADEMY

THE ACADEMY COMMITTED TO YOUR SUCCESS

BUSINESS ADMINISTRATOR LEVEL 3



OVERVIEW

All the knowledge, skills and behaviour modules are covered during the highlighted monthly visits, and must be achieved prior to EPA (End Point Assessment).

The apprentice must be on programme for 12 months before EPA can be booked. During the apprenticeship, the apprentice will have regular 1-1s with their line manager and assessor, via a combination of personal discussion, observations, Q&A and work based products of evidence to form a portfolio of evidence. The portfolio, along with the work based improvement project, must be completed before they can attend a Gateway meeting with their assessor and employer. Here, the apprentice will be signed-off as ready to move forward for their final assessment (EPA).

All apprentices must achieve Level 1 Functional skills and have attempted Level 2 Functional skills in Maths and English, before they can attend Gateway, unless they prove exemption by prior attainment.

EPA

Knowledge Test

50 questions to be answered within 60 minutes, which accounts for 20% of the total qualification and the test must be completed before the apprentice can progress to the next stage of the EPA.

Portfolio of Evidence

The Portfolio of Learning contains evidence of a minimum of 8-12 pages to show consistency with at least one page of each of the minimum knowledge, skills and behaviours. This will include use of IT examples, accurate records and documents, examples of effective communication, examples of organisation skills, understanding of the organisation and their role within, stakeholders, legislation, external factors, professionalism, responsibilities and personal qualities.

The portfolio will also include practical observation and/or evaluation by the employer, such as acknowledgment of a skill shown or evidencing work completed on a particular project with manager comments.

PortfolioBasedInterview

This accounts for 40% of total qualification and lasts between 30 & 45 minutes, led by the End Point Assessor and based on the portfolio of evidence produced by the apprentice.

Project /Improvement Presentation

This accounts for 40% of total qualification and is marked out of 100. The presentation of the project will last around 15 minutes with 15 minutes allowed for a question and answer session.

The project is completed from month 9 of the apprenticeship and should be completed prior to EPA being triggered. The project is submitted to the end point assessor who will provide questions which must be answered in the presentation.

The presentation should summarise the aim, outcome and responsibilities of the knowledge, skills and behaviours shown in the project. The presentation should demonstrate how the apprentice has approached a task and the skills shown in doing so, building towards how they would improve the results going forward. The topic is chosen by the apprentice, with the employer and training provider giving guidance. The presentation is expected to be produced using Microsoft Office PowerPoint or Prezi, demonstrating a minimum level of IT skills.

The project should account for 21-35 working hours, over the apprenticeship. It must be work-based; incorporating scoping, planning, managing, communicating to stakeholders, monitoring and reporting results.

The grading of the apprenticeship will be Pass = 60% or Distinction = 80%