

In2assessments

End Point Assessments for Business Administrator Level 3 - ST0070



Unlocking the Potential of Business & Administration -

Reliable and Fair Assessments to Validate Skills and Expertise

What is an Operations or Departmental Manager?

Business administrators have a highly transferable set of knowledge, skills and behaviours that can be applied in all sectors. This includes small and large businesses alike; from the public sector, private sector and charitable sector.

They will:

develop, implement, maintain and improve administrative services, using key skills and behaviours to support their own progression towards management responsibilities.

support and engage with different parts of the business and interact with internal or external customers, with a focus on adding value and efficiency of an organisation.

demonstrate strong communication skills (both written and verbal), adopting a proactive approach to developing skills, such as problem-solving, decision-making and the potential for people management responsibilities through mentoring or coaching others.

Your Apprenticeship Journey

MINIMUM DURATION 12 MONTHS

On and off-the-job training to develop knowledge, skills and behaviours

English and Maths Level 2 (if required)

Gateway (can be triggered from 12 months)

Employer confirms the apprentice is consistently working at or above the level of the occupational standard

Achieved English and Maths Level 2

Production of portfolio of learning



End Point Assessment (maximum 3 months)

Knowledge Test

Portfolio-based Interview

Project Presentation

Entry Requirements:

Employers will have their own specific entry requirements but could include the following:

- Level 2 Award in Functional Skills English or equivalent
- Level 2 Award in Functional Skills Mathematics or equivalent
- 18 years or above or at the employer's discretion due to the nature of the work

Why In2assessments:

- Operating nationally, our experienced team of assessors provide independent assessments to recognise standards
- Each assessment is tailored to the identified needs of the apprentice and site-specific requirements
- Our simple to use online process takes individuals from registration through to certification

EPA cost: £720 per apprentice (face to face)

(£140 paid on registration, £580 paid at Gateway)



Contact us:

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