



## Level 3 Business Administrator End-Point Assessment

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. The 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 progression towards management responsibilities.

**Fee** £600

**Maximum Funding** £5000

### Gateway Requirements

Individuals will need to achieve the following prior to undertaking their end-point assessment:

- English and mathematics at Level 2
- A portfolio of evidence to underpin the Interview.

### Get in touch to find out more

For further information on registering your apprentices on this end-point assessment, contact our team by email or by calling 0115 854 1620.

### The Assessment

The apprentice will be assessed against the Business Administrator requirements. The methods of assessment are:

- Knowledge Test
- Portfolio-based Interview
- Project Presentation

### Why choose BIIAB?

We specialise in various sectors for end-point assessment. Our experience with the standards for these industries means we know exactly what employers and apprentices need, making the assessment process clear, easy to use and responsive.

We are passionate about apprenticeships and the futures of your apprentices. By conducting high-quality end-point assessment services and ensuring that training providers, employers and apprentices are fully supported throughout, we aim to provide your apprentices with the best start in their career.

*British Institute of Innkeeping Awarding Body (BIIAB) is the End-point Assessment Organisation (EPAO) that is approved and registered with the Education and Skills Funding Agency (ESFA) for this apprenticeship. Delivery of this end-point assessment is monitored, on behalf of the Institute for Apprenticeships and Technical Education (IfATE), by the External Quality Assurance Organisation, Ofqual.*