

# Level 3 Business Administrator

## End-Point Assessment

As part of BIIAB Qualifications Ltd, we specialise in End-Point Assessments for the business and administration sector. Our experience with the standards for this industry means we know exactly what employers and apprentices need. We make the assessment process clear, easy to use and responsive, ensuring that employers and apprentices are fully supported throughout.

### About the End-Point Assessment

Business administrators have a highly transferable set of knowledge, skills and behaviours that can be applied in all sectors. 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.

The responsibilities of the role are to support and engage with different parts of the organisation and interact with internal or 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.

*British Institute of Innkeeping Awarding Body (BIIAB) is an Ofqual-recognised End-Point Assessment Organisation. Ofqual regulates and quality-assures our end-point assessments through its regulatory framework. Apprenticeship standards are overseen in England by Skills England.*

### 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, where applicable (in line with funding rules)
- A portfolio of evidence to underpin the Interview
- Suitable Project on which a Presentation can be based

Typical duration to Gateway: 18 months.

### The Assessment

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

- Knowledge Test
- Portfolio-based Interview
- Project Presentation

### Get in touch

For further information on registering your apprentices on this end-point assessment, contact our team by emailing [epa@skillsedugroup.co.uk](mailto:epa@skillsedugroup.co.uk) or by calling 0115 854 1620.

