



**Train Together**

# Level 3 Business Administrator



**Realise Your Potential**



# Contents

**01**

About Us

**02**

Understanding The Challenge

**03**

The Level 3 Business Administrator

**04**

Programme Benefits



## About us.

At Train Together, an Ofsted-rated "Good" provider, we leverage over a decade of experience in delivering specialised apprenticeship training across a range of industries.

We offer expert training in key areas such as Management and Leadership, Finance and Accountancy, Facilities Management, Early Years Education, and more. Our programmes are crafted to provide learners with high-quality education and training, equipping them for success in their careers while empowering employers with highly skilled professionals who can drive their organisations forward.

Partnering with Train Together means accessing tailored training solutions that are designed to meet the specific needs of your business. Our programmes are focused on enhancing operational efficiency, supporting sustainable growth, and ensuring that your organisation remains competitive in a rapidly changing marketplace.

# About us.

We pride ourselves on our ability to understand and address the unique challenges and opportunities across various sectors. Our commitment to delivering customised, impactful solutions is at the core of what we do.

Through innovative delivery models that integrate the latest technology with expert-led training, we ensure that the learning experience is engaging, effective, and provides maximum value for both learners and the businesses we work with. At Train Together, we are dedicated to promoting long-term success for our clients and their teams.

## Our Values and What Makes Us Tick



**Nurture:** Maintaining excellent relationships with stakeholders is key to meeting our vision and mission.



**Courageous:** We embrace difficult conversations and are committed to walking the walk, not just talking the talk.



**Genuine:** Transparency in all we do ensures clear and clean communication with all stakeholders.



**Dedicated:** We go above and beyond for our learners and clients, offering excellent resources and support to achieve their goals.



**Empower:** Providing information, advice, and guidance enables excellent decision-making and helps our partners meet their objectives.





# Understanding The Challenge

01



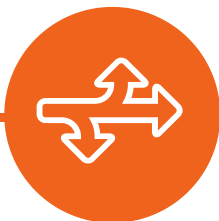
**Ensuring Efficient Office Operations:** Managing the day-to-day operations of an office can be complex, involving tasks like scheduling, communications, and coordinating between departments. Inefficiencies can lead to wasted time and resources.

**Managing Information and Data Effectively:** Businesses generate and handle large amounts of information and data daily. Ensuring that this information is managed, stored, and utilised effectively is crucial but can be challenging without proper systems in place.



02

03



**Supporting Decision-Making with Accurate Reporting:** Accurate and timely reporting is essential for informed decision-making. However, generating reports that provide meaningful insights can be time-consuming and complex, especially without a structured approach.

**Enhancing Customer and Stakeholder Communication:** Effective communication with customers, clients, and stakeholders is vital for business success. Poor communication can lead to misunderstandings, dissatisfaction, and lost opportunities.



04



## A collaborative Solution

01



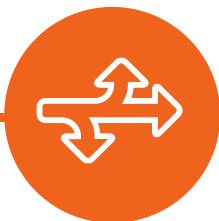
**Ensuring Efficient Office Operations:** A Business Administrator is equipped with the skills to streamline office operations, improving efficiency by implementing effective administrative processes and ensuring smooth communication and coordination across the organisation.

**Managing Information and Data Effectively:** The apprenticeship provides Business Administrators with the expertise to manage data and information effectively, using appropriate systems and tools to ensure that data is organised, accessible, and secure.



02

03



**Supporting Decision-Making with Accurate Reporting:**

A Level 3 Business Administrator is trained to produce accurate and insightful reports, using data analysis and presentation skills to support informed decision-making within the organisation.

**Enhancing Customer and Stakeholder Communication:** The apprenticeship equips Business Administrators with advanced communication skills, ensuring they can effectively engage with customers and stakeholders, enhancing relationships, and ensuring clear and professional interactions.



04



# The Level 3 Business Administrator Standard



## Practical Learning

Applying Theories in Practice

Providing Constructive Feedback

Guidance on Personal and Professional Development



## Assessment Principles

Performance Evaluation

Supportive Learning Journey

Effective Communication and Presentation Skills



## Role Proficiency

Insight into Relevant Industries

Encouraging Proficiency

Learning from Experienced Assessors



## Process Understanding

Embracing a Learning Culture

Embracing Diversity & Equality

Engagement with the Assessment Process

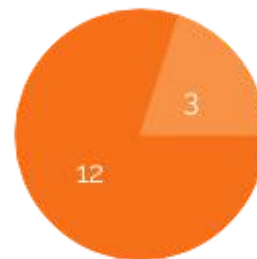
## Qualifications

- Level 3 Business Administrator Standard

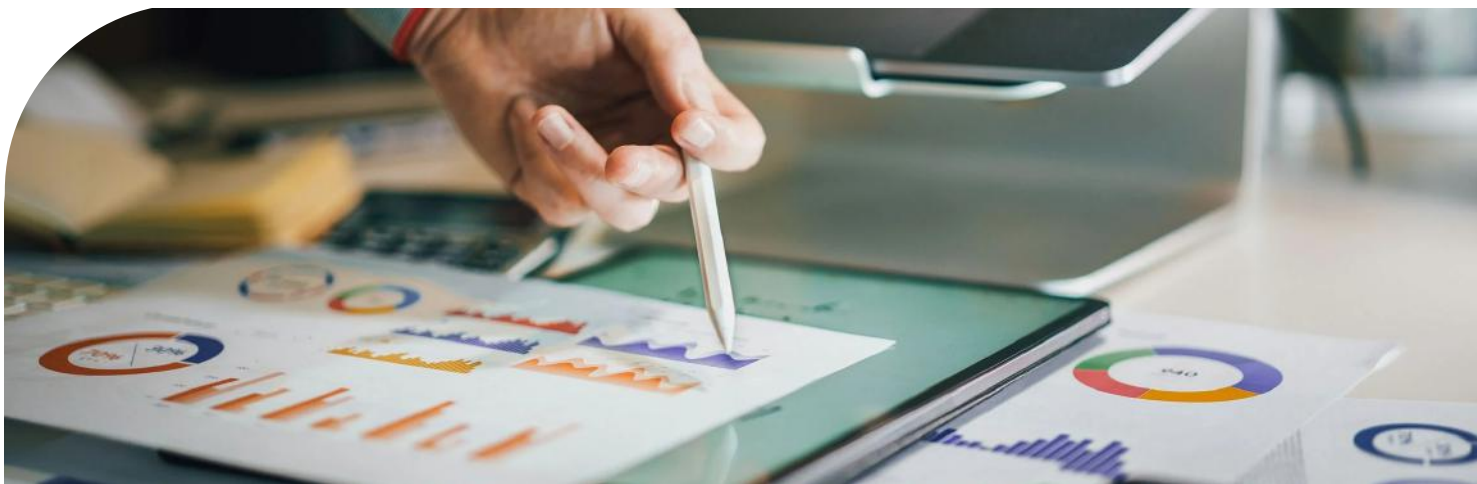
## Progression Route

- Level 3 Team Leader Supervisor
- Level 5 Operational/Departmental Manager

## 15-Month Programme



■ On-Programme ■ End-Point Assessment



# Level 3 Business Administrator Standard

Month 1-12

## On-Programme Learning

During the 12-month on-programme learning period, you will compile a comprehensive portfolio. This portfolio will demonstrate your development and proficiency in the key responsibilities of a Business Administrator:



The Business Environment



Effective Communication



Your Organisation



Principles of Business



Professional Development



Project Management



Managing Performance



ICT



Legislation & Regulation



Change Management

Months 13

## End Point Assessment

Upon successful completion of the on-programme learning, you will undergo a comprehensive final end-point assessment designed to showcase your development throughout the programme. This assessment consists of three components:

### Knowledge Test

A multi-choice test to last a maximum of 60 minutes and include 50 equally weighted multi-choice questions with four possible answers each.

The test predominantly focuses on non-organisation specific knowledge outlined in the Standard. This includes relevant regulation and laws, business fundamentals and project management principles



### Portfolio Interview

The interview is for 30-45 minutes and will include self-reflection of performance, the demonstration of knowledge and how appropriate skills and behaviours have been applied. Areas include the purpose of their organisation and value of their own role, quality in producing records or documents



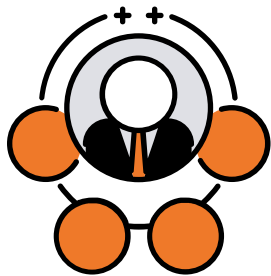
### Project Presentation

The learner delivers a presentation to the EPAO on a project they have completed or a process they have improved. The presentation lasts 10-15 minutes, with a further 10-15 minutes for a Q&A session. It should clearly demonstrate the skills shown used and build towards how they would improve the results going forward.





# Programme Benefits



## Employer

Enhance classroom support, improve student outcomes, ensure compliance with sector regulations, and invest in staff development and retention by promoting a skilled, motivated workforce.

## Employee

Gain a recognised qualification, enhance career progression, build confidence and competence and provide comprehensive skills to support business operations.



## Contact us

To find out more about the Level 3 Business Administrator Standard, please contact our Customer Relationship Manager, Jo Povall



**Tel: 07932 304442**



**Jo.povall@traintogetherltd.co.uk**



**Traintogetherltd.co.uk**