



ESTD

Level 3 Business Admin Apprenticeship



GENERIC QUALIFICATIONS

LEVEL 3 **BUSINESS ADMIN**



- **Duration:** 18 months + 3-month End Point Assessment
- **Course value:** £5,000
- **Off-the-job time:** 417
- **Delivery:** Remote delivery with reviews and support sessions every 4-6 weeks

This qualification offers comprehensive training and certification in the essential knowledge and skills required for success in a business administration capacity. It encompasses a diverse range of competencies, including negotiating within a business context, overseeing office operations, and managing information systems effectively.

Business administrators possess a versatile skill set that can be applied across various sectors, from small businesses to large corporations, as well as within the public, private, and charitable sectors. Whether working independently or as part of a team, administrators are responsible for developing, implementing, and maintaining administrative services, thereby fostering their own professional growth, and paving the way for potential advancement into management roles.

The role of administration serves as a stepping stone to further career opportunities, including management positions or senior support roles.

OFF-THE-JOB TRAINING EXAMPLES FOR LEVEL 3 BUSINESS ADMINISTRATORS

Number of hours to be recorded: 417

Off-the-job training is defined as learning which is undertaken in addition to regular work duties and leads towards the achievement of the apprenticeship. This training takes place within the apprentice's normal (contracted) working hours. Off-the-job training must be directly relevant to the apprenticeship.

The minimum off-the-job training for a full-time apprentice is an average of 6 hours per week. Off-the-job training provides the time to focus and develop the required skills, knowledge and behaviours to achieve the apprenticeship. There are lots of activities that can contribute to off-the-job training.

The key thing to remember is that it must be relevant to the apprenticeship. The learner will be required to document off-the-job training on a weekly basis via their OneFile account.

The Education and Skills Funding Agency states that all apprentices claiming funding for their qualification must complete off-the-job training/learning time. If the learner has a term time-only contract, they will need to log 8 hours per week. If the learner has a 52-week contract, then they would be required to log 6 hours per week.

Learners must be given a minimum of 3 hours per week to complete their written work/studies – this must be recorded as off-the-job training. To make up the additional hours, learners must record additional activities. We have provided some examples below.

An administrator completing the Level 3 Business Admin Apprenticeship can record various off-the-job training activities, provided they contribute to their learning and professional development in line with the apprenticeship standard.



OFF-THE-JOB TRAINING EXAMPLES FOR LEVEL 3 BUSINESS ADMINISTRATORS



Here are ten off-the-job training activities that a Business Administration apprentice working in a school can log towards their total hours:

1. Shadowing Senior Administrators

Observe office managers or senior administrators to understand leadership, budgeting, and school policies.

1. Attending CPD Training Sessions

Participate in workshops on GDPR, safeguarding, financial management, or school software systems.

3. Completing Online Courses

Undertake training in Microsoft Office, time management, or communication skills to enhance workplace efficiency.

1. Engaging in Project Work

Lead or contribute to a school-based project, such as implementing a new filing system or improving office processes.

1. Attending Multi-Agency Meetings

Join meetings with external stakeholders, such as local authorities or education boards, to understand broader school administration functions.

1. Researching Best Practices

Study policies and procedures in education administration and suggest improvements to current school processes.

1. Developing and Delivering Presentations

Create a presentation on a key administrative topic (e.g. data protection, school funding) and deliver it to colleagues.

1. Reviewing and Updating Policies

Assist in updating school policies, such as attendance tracking, health and safety, or data protection regulations.

1. Mentoring or Training New Staff

Support new admin staff or volunteers by explaining systems, processes, or key responsibilities.

1. Workplace Reflection and Self-Assessment

Keep a journal reflecting on new skills learned, challenges faced, and areas for improvement within school administration.

These activities help develop essential business administration skills while meeting off-the-job training requirements.