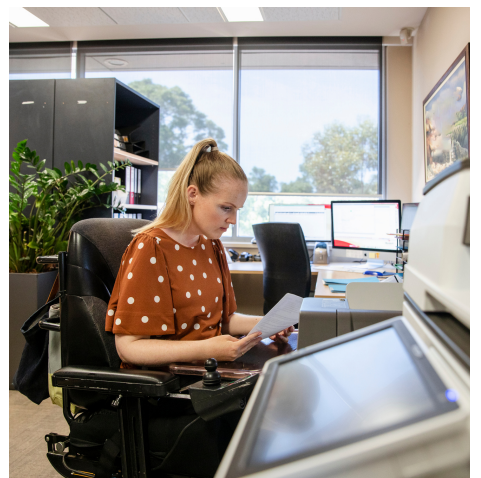


BUSINESS ADMINISTRATOR LEVEL 3



OVERVIEW

 15 Months Training plus EPA (end point assessment)

 £250 (5%) employer co-investment or
£5,000 Levy deductible (speak to the Riverside Team)

 11 Modules

Includes: Business Administration Level 3 Standard

End Point Assessment Organisation



DELIVERY

Flexible learning & delivery

1-2-1 support and coaching

Reviews with your Learning & Development Coach and your management and/or stakeholders. Carried out every 10 weeks.

An online virtual learning environment

Online messaging and submission portal

Dedicated qualified Learning and Development Coaches



MODULES

Understand organisational purpose

Record and document production

Managing stakeholders

Laws and regulations

Processes

External environment factors

Interpersonal skills

Communications

Quality

Planning and organisation

Project management

IDEAL CANDIDATES

The beauty of this qualification is the range that it covers with candidates coming from the public sector, the NHS and local councils, national organisations through to small independent firms.

There are some key skills that all candidates will need (see below) but a key requirement is that candidates be in a position to scope and lead an improvement project in their workplace that they will later present at EPA

SUMMARY

End Point Assessment (EPA)

EPA follows a two-stage format a three-stage assessment covering:

- a 60 minute knowledge test involving 50 multiple-choice questions
- a 30 -45 minute portfolio-based interview
- a 15 minute project presentation followed by a 15 minute Q&A session

Equal weighting is given to each element.

Grading follows the **Fail / Pass / Distinction** format.

INNOVATIONS

Your learner platform.



Offering everything from learning material, qualification tracking, evidence submissions and review records.

Understand more about BUD and its benefits to you as a learner or employer by clicking the icon.

Not all of us think in the same way.

Some of us are better at languages than others. One person's maths is another person's nightmare. How we think and our strengths are dictated by eight areas of brain activity.



CognAssist is an incredible system that maps your personal brain strengths through a quick, fun, online assessment. This will help you and your assessor identify your preferred learning style and plan for assessments that will work best for you.

Understand more about Cognassist and its benefits to you as a learner or employer by clicking the icon.

Supporting our learners is our priority!

Whether it be anxiety right through to suicidal thoughts, we understand the challenges life presents.



We have partnered with Bee Inspired to deliver confidential support to any of our learners or indeed staff who may have issues, and need support.

Riverside Training offers a range of support resources and Bee Inspired are on hand to offer weekly support sessions throughout the duration of our learner's courses.

Understand more about Bee Inspired and its benefits by clicking the icon.

OFF THE JOB (OTJ) TRAINING

Off-the-job training is defined as learning which is undertaken outside of the normal day-to-day working environment and leads towards the achievement of a Qualification.

Off-the-job training is based on the learner's normal working hours. This is calculated at 20% of their working hours, capped at a minimum requirement of **six hours** per week.

This can be allocated across the course duration in any format.

The idea is that the candidate is using their knowledge, skills and behaviours and applying it during working hours.

Over the duration of the qualification 20% of their time should be allocated to the training (it does not mean they need to take 6 hours in a block per week).

OTJ EXAMPLES

Off-the-job training will depend on the focus of the Qualification. Training should develop the learner as an employee and must involve learning new skills.

Activities could include:

- Shadowing team members at work to learn new skills and behaviours
- Attendance at workshops, training days and webinars relevant to the apprenticeship
- Completion of online learning through Riverside Training's BUD system
- Industry visits, conferences and other external training (outside of the workplace) that develops the skills and professional ability of the learner
- Practical training to use programmes, technology or other relevant tools
- Learning support and time spent writing assignments

You will receive support from your Learning & Development Coach on how to log your off-the-job training.

This is just a summary but if you are keen to pursue a career you will need to secure the necessary qualifications to progress.

Doing this whilst you are in employment makes great sense for you and your employer.

We at Riverside Training are one of the UK's most dynamic and respected training providers.

Complete a Suitability Checker and speak to a member of our Team for support on your next steps....

For further information check out our website at
www.riverside-training.co.uk

or call us for an insightful chat on
01432 359 244

