

Business Administrator

☆ Level 3

£ £5,000

📅 18 months

1. What the role entails

The Business Administrator develops, implements, maintains and improves administrative services. They support and engage with different parts of the organisation and interact with customers with strong communication skills (both written and verbal), using initiative, time management, problem-solving skills, decision-making, and the potential for people management responsibilities through mentoring or coaching others.

2. On-programme assessment

Before entering Gateway, the apprentice must complete the following on-programme assessment requirements:

- Level 2 English and maths
- A Portfolio of Learning
- A completed Project and prepared Project Presentation.

3. Gateway requirements

The employer, independent training provider (ITP) and apprentice make the decision to take the apprentice through Gateway. The apprentice must achieve all the required on-programme elements before they enter Gateway.



[View the full IfATE Business Administrator standard](#)

4. End-point assessment

The end-point assessment (EPA) for Business Administrator contains 3 methods of assessment:

Multiple Choice Question (MCQ) Knowledge Test

The test will be in the form of scenario-based questions that align with the standard's knowledge requirements. The MCQ test is 33% of the total score and is graded as Fail, Pass or Distinction.

Portfolio-based Interview

The Portfolio of Learning, which is not directly assessed, provides a structure for the Interview. The apprentice must upload their Portfolio of Learning to SEPA, our online platform, one month before the Interview. They should provide at least one piece of evidence for each of the minimum knowledge, skills and behaviours in the assessment plan. The Interview is 33% of the total score and the Independent End-Point Assessor (IEPA) grades this as Fail, Pass or Distinction.

Project Presentation

The Work-based Project begins 3 months before triggering Gateway, and the apprentice will upload this to SEPA, our online platform. The apprentice produces a Presentation on a project they've completed or process they've improved, including scoping, planning, managing, communicating to stakeholders, and monitoring and reporting results. The IEPA will provide a question for the apprentice to answer in the Project Presentation. The Project Presentation is 33% of the total score and the IEPA grades this as Fail, Pass or Distinction.

5. Grade aggregation table

MCQ Test	Interview	Project Presentation	Overall Grade
Pass	Pass	Pass	Pass
Distinction	Distinction	Distinction	Distinction
Pass	Pass	Distinction	Pass
Pass	Distinction	Pass	Pass
Distinction	Pass	Pass	Pass
Distinction	Distinction	Pass	Pass
Distinction	Pass	Distinction	Pass
Pass	Distinction	Distinction	Pass

If the apprentice fails one or more assessment method the overall grade will be a Fail.

6. Completion and certification

We'll activate certification once the apprentice has successfully completed all EPAs, and the IEPA has verified this. Working with the apprenticeship certificate issuing authority, we'll ensure the apprentice receives their certificate.

7. What next?

The learning doesn't stop once the apprenticeship is complete. We offer a full suite of programmes to take your apprentice up the career ladder. Their next step is Associate Project Manager (Level 4) and then Operations/Departmental Manager (Level 5).

Why choose NCFE?

We're an approved End-Point Assessment Organisation (EPAO) specialising in EPA delivery across health, education and care, and business apprenticeship standards. We offer flexible and reliable EPA solutions supported by sector expertise, guidance documents and proactive service and support.