

Suffolk and Northeast Essex General Practice Business Administration Apprenticeship

Level

3

Duration

Typically 18 months

Levy Cost £5,000

Non-Levy Cost

Fully funded or 5% (£250)

Carve your career with the NHS via this exciting and innovative new opportunity in primary care

How can a Business Administration apprentice benefit my business?

Effective administration sits at the core of all businesses. A Business Administration apprentice will ensure great communication, skill and proficiency in key software programs, organisation skills and attention to detail, problem-solving and resourcefulness. They will provide key admin support to managers, deliver on key business projects and identify process improvements and efficiencies with a focus on adding value.

Who is the Business Administration apprenticeship for?

This apprenticeship is for any organisation that has administrative processes and procedures. Key responsibilities are likely to include supporting and engaging with different parts of the organisation and interacting with internal or external customers. The role involves demonstrating strong communication skills and adopting a proactive approach to developing skills. The business administrator is expected to show initiative, managing priorities and own time, problem-solving skills, decision-making and the potential for people management responsibilities through mentoring or coaching others.

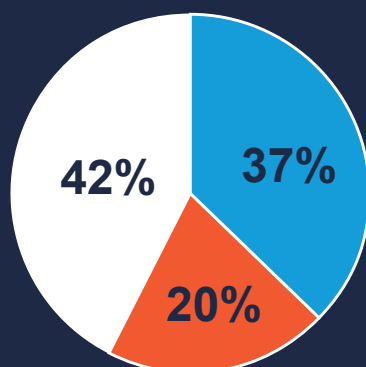
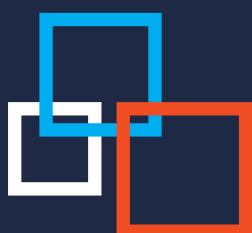
What will it cost the business to take on an apprentice?

Levy-paying employers in England can use funds in their Apprenticeship Service Account to fund apprenticeship training costs.

Non-levy paying employers: The government will fund between 95% - 100%* of the cost of training an apprentice.

**This depends on how many people are employed within the company, the age of the apprentice and also if they have been in care or have a Local Authority Education, Health and Care Plan (EHCP).*

How is the '20% off-the-job' training delivered?



Blue	Work-based Activity
Orange	Knowledge Assessment
White	Classroom Activity / Self Study

Functional Skills

If your apprentice does not hold a GCSE 4/5 or equivalent in English and maths, they will be required to complete functional skills. Delivery options will be agreed upon before the commencement of the apprenticeship.

End Point Assessment

The EPA tests and validates the knowledge, skills and behaviours that an apprentice has gained during their training and demonstrates the competence of an apprentice in their role. This assessment for the Business Administration apprenticeship consists of:

- Multiple choice knowledge test
- Work based project and presentation
- A professional discussion underpinned by a portfolio of evidence

The Learner Journey

Month 1	Sign-up and induction	Skills scan • Developmental activities • Induction • Learning plan
Months 1 - 3	On programme	Module 1: Organisational and Environmental Understanding
Months 4 - 6	On programme	Module 2: Business and IT Skills for Business and Service Delivery
Months 7 - 9	On programme	Module 3: Communication and Interpersonal Skills for Business and Service Delivery
Months 10 - 14	On programme	Module 4: Managing Challenges and Projects in a Business Environment
Months 15 - 16	EPA Preparation and Gateway	Mock EPA's • Gateway to EPA
Months 17 - 18	EPA	Multiple choice knowledge test • Work based project and presentation • A Professional Discussion underpinned by a portfolio of evidence

Progression

On successful completion there are several progression routes for your staff based on your business and their specific job role:

- Associate Project Manager Level 4
- Team Leader/Supervisor Level 4
- HR Support Level 3
- Operations/Departmental Manager Level 5