

# L3 Business Administrator

The role of a Business Administrator is to contribute to the efficient running of daily business operations and support continuous improvements. With a focus on adding value, they facilitate communication across departments, interact with external stakeholders, ensure regulatory compliance and allocate resources effectively to help the organisation achieve its goals.

## Key Development Areas

- ✓ **IT Proficiency:** Skilled in using various IT packages (e.g. MS Office) to produce documents, analyse data, and choose appropriate solutions for business needs; capable of updating databases and performing financial processes.
- ✓ **Communication & Documentation:** Produces accurate records and documents, drafts correspondence, and maintains confidentiality; provides coaching to others and suggests process improvements.
- ✓ **Interpersonal & Decision-Making Skills:** Builds positive relationships within teams, demonstrates good judgment, and seeks advice when needed; acts as a role model and influences peers effectively.
- ✓ **Planning & Project Management:** Initiates and completes tasks efficiently, manages time and resources, organises meetings, and leads projects using relevant management principles.
- ✓ **Professionalism & Adaptability:** Exhibits integrity, reliability, and a proactive attitude; embraces change, takes responsibility for personal and team performance, and motivates others.



## Duration

**Total 18 Months**

15 Months in Learning

3 Months at EPA

(End Point Assessment)

## EPA

**Knowledge Test**

**Portfolio-based Interview**

Underpinned by a portfolio of evidence

**Project Presentation**



Email us to get started  
**office@activfirst.co.uk**

