



tacs

TRAINING ASSESSMENT &
CONSULTANCY SERVICES

Business Administrator



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Standard Level

Level 3

Duration

12 Months + EPA Period

Delivery Method

Monthly Online Training Sessions

9 Online Modules

End point Assessment (OAL)

Knowledge Test

Portfolio based interview

Project / Improvement Presentation



Training Modules

1. Your Organisation
2. Interpersonal Skills
3. Business Fundamentals
4. Communication
5. Planning & Organisation
6. Information Technology
7. Record & Document Production
8. Decision Making
9. Project Presentation





Achievement Statistics

Retention: 81%

Learners that start, make it to end point Assessment

Pass: 77%

Learners achieve pass grade at end point assessment

Distinction: 23%

Learners achieve distinction grade at end point assessment



Learner Quotes 2022-23

'My confidence, communication and leadership have developed'

'Helped me understand my job and responsibilities'

'My trainer was good at putting me at ease and helping me'

'This has given me a huge confidence boost'

'It has raised my awareness of procedures, health & safety, visual standards and data collection'

'We were encouraged to speak openly and never dismiss anyone else's ideas'





FAQ

How much does it cost?

For learners aged 16-18, the government covers 100% of the cost. You will also receive £1000 grant. Learners aged 19+ require a 5% contribution from the employer, £200

How does the funding work?

Funding is reserved via your apprenticeship service account.

What is apprenticeship wage?

Apprenticeship minimum wage is £5.28 per hour.

Is there a maximum age limit?

No, as long as apprentices are gaining significant knowledge, skills and behaviours, there is no age limit.

How often will the learners have training sessions?

Learners will have a training session every month, with support available between sessions.

What is off the job training?

Off the job training is time spent during working hours, where apprentices are developing their knowledge and skills.

How do learners complete maths and English qualifications?

Learners complete online resources, before sitting their exams online, at their work location.