

# Level 3 Business Administrator

(remote assessment\*)



EPA fee  
**£790**

## INTRODUCTION

The role of a Business Administrator is to develop, maintain and improve the full range of administrative services within an organisation.

## ASSESSMENT

- Knowledge test
- Portfolio-based interview
- Project presentation

### REASSESSMENT FEES

### FEES

Knowledge test	£30
Portfolio-based interview	£140
Project presentation	£125

\*Where live assessments are requested, the live assessment will be conducted at the premises of the employer or nominated venue at the cost of the employer, and a further fee of £150 plus VAT will be charged, including for resit fees.

## WHAT YOUR FEE COVERS

### Apprentice resources

- EPA eResources, including:
  - Apprentice toolkit
  - EPA timeline
  - 'Preparing for...' eLearning
  - KSB microlearning units

### Training provider resources

- On-programme checklist
- Gateway checklist
- Toolkit video overview
- Knowledge test specification
- Mock knowledge tests

\*To offer mandated or recommended qualifications as part of an apprenticeship programme, providers will need to gain Active IQ centre approval.



#beginwithbetter

[www.activeiq.co.uk](http://www.activeiq.co.uk)