

# Level 3 Business Administrator Apprenticeship

## Apprenticeship Description and Job Overview

OCT 2024

Please note that application for a Business Admin apprenticeship at a London law firm, where NKC is the training provider, is dependent upon successful completion of the one-year Level 2 Administration for Legal & Professional Services course at North Kent College in Dartford.

If you wish to apply for a September 2025 start, please click on the following link:

[Admin for Legal & Professional Services \(northkent.ac.uk\)](https://northkent.ac.uk)

Working in a top London law firm will provide you with the unique opportunity to develop key skills in areas such as decision making, record and document production, IT, project management, and communication.

You will work in a busy office environment as part of a dynamic and fast-paced team, taking responsibility for vital administrative tasks on behalf of fee earners and partners. Reprographics, diary management, travel and accommodation research and booking, meeting and event organising, expense claims processing and data entry are all typical duties you can expect to undertake.

Through strong collaboration between your employer and your Skills Coach at college, you will be supported and guided through this exciting and demanding qualification. Mentoring and support is individualised, whilst Off Job Training is delivered in a group setting once a week alongside like-minded Apprentices.

You will learn many skills within your job role and be able to customise your coursework to fit with your tasks, responsibilities, and organisation.

Regular progress reviews will enable you to see your development and identify what to work on next. End Point Assessment (after a minimum 12 months) will take three forms: Multi-choice test, Portfolio interview and Project/improvement presentation, for each you will be guided by your Skills Coach.

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<b>Qualification</b>	Level 3 Business Administrator (Standard ST09473-301 (Use IFATE)
<b>Training Delivery Campus</b>	Dartford Campus North Kent College Oakfield Lane Dartford DA1 2JT
<b>Duration of Apprenticeship</b>	15 – 18 months
<b>Apprenticeship Entry Requirements</b>	<b>Successful completion of the Level 2 Administration for Legal &amp; Professional Services course at North Kent College.</b>  Maths GCSE Grade 4/C OR Functional Skills Level 2  English GCSE Grade 4/C OR Functional Skills Level 2
<b>Mandatory Qualification details</b>	N/A
<b>End Point Assessment Organisation and EPA components</b>	City & Guilds  EPA: <ul style="list-style-type: none"><li>• Multi-choice test</li><li>• Portfolio Interview</li><li>• Project/improvement presentation</li></ul>
<b>Progression Routes</b>	Legal PA/EA PA/EA Office or Administrative Team Manager Human Resources Events Planning Marketing