

Level 3 Business Administrator with NCFE

NCFE are an approved End-Point Assessment Organisation (EPAO), specialising in end-point assessment (EPA) delivery across Education, Care, Business and Health. We offer flexible and reliable EPA solutions supported by sector expertise, guidance documents and proactive service and support.

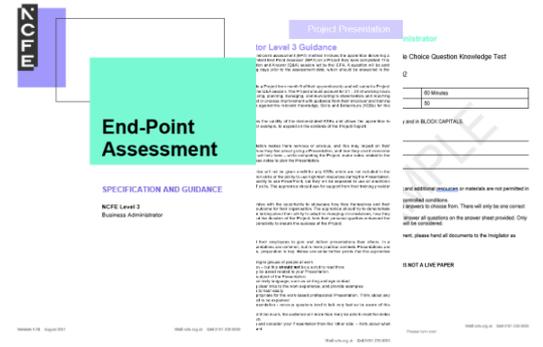
Sector Expertise

In order to deliver the best provision, we recruit and train high-quality, qualified, sector specialist Independent End-Point Assessors (IEPAs).
 As well as holding independent assessor qualifications, our in-house IEPAs for Business Administrator are sector trained and carry years of valuable experience.

To assist the apprentice as much as we can, we have produced a range of resources detailing every aspect of the EPA process:

Business Administrator Specification and Guidance

The Specification and Guidance details every aspect of EPA from beginning to end. Written with the apprentice, Independent Training Provider (ITP) and the employer in mind, it contains guidance for all aspects of the Business Administrator EPA, from Gateway to grading and everything in between.
 The Specification details what will be expected of the apprentice, how the employer and ITP can support the apprentice to ensure that they have the best possible chance to gain all the knowledge, skills and behaviours (KSBs) needed to pass the EPA.



Preparation for Assessment Resources

- Overall EPA Guidance:** This guide provides employers and ITPs with a range of tools to prepare for and test the readiness of the apprentice for assessment.
- Exemplar Portfolio:** This Exemplar Portfolio provides samples of fictitious evidence apprentices would collect and collate for EPA.
- Project Presentation Guidance:** This document provides further guidance and support for apprentices in preparation for their Project Presentation.
- Portfolio of Evidence Tracker:** This template is to help apprentices map their Portfolio evidence. Further guidance documents and blank templates have been created for some of the key evidence types that should be included in the Portfolio of Evidence. These will be of use to employers and ITPs as well as the apprentice.
- Reflective Account Guidance and Template:** This document will provide apprentices with guidance on how to fill in the Reflective Account Template that can be used as part of the Portfolio of Evidence.
- Project Report Template:** This template is for apprentices to use for their Project Report.
- Employer Observation Template:** This template is for Employers who may conduct an Observation of the apprentice or write a statement on their apprentice's performance. This can be used as part of the Portfolio of Evidence.
- Sample Multiple Choice Question Knowledge Tests:** These sample tests include Sample Question Papers, Sample Question Answer Sheets and Sample Question Answer Keys.

Proactive Service and Support

Once you come on board, you will be assigned a dedicated Account Manager within the NCFE team. They will be an expert on EPA and will be there to support you throughout your EPA journey, including managing the Gateway and EPA process.