

Vistar Delivery Team Factsheet

Apprenticeship Standard	Level 3 Business Administrator ST0070/AP03
Apprenticeship duration	Typically, 12 - 18 months
EQA Organisation	Institute for Apprenticeships and Technical Education
On-programme requirements	<ul style="list-style-type: none"> ▪ Functional skills maths and English at level 2 ▪ Regular 1:1s - between the Apprentice and the Employer ▪ Portfolio of Learning - to be produced (a minimum of 8-12 pages) evidencing at least one of each of the minimum knowledge, skills and behaviours as outlined in the AP. A practical observation and/or evaluation by the Employer to be included, such as acknowledgement of a skill shown or evidencing work completed on a particular project with manager comments, which will then be discussed at interview. ▪ Project - A work-based project agreed with the Employer and Training Provider, which has to be completed from month 9 on-programme and prior to EPA being triggered. To be presented at Gateway relating to a project the Apprentice has completed or a process they have improved. To include scoping, planning, managing, communicating to stakeholders, monitoring and reporting results and should be 21-35 hours work.
EPA Components	<ul style="list-style-type: none"> ▪ Knowledge test – 60 minutes, 50 multiple choice questions. The assessment should typically be passed before the apprentice progresses to the interview and presentation. ▪ Portfolio-based interview – 30-45 minutes, The Portfolio of Learning (which should provide at least one piece of evidence for each of the minimum KSBs outlined in the AP and should be submitted to the EPAO a month prior to interview) provides a structure for this conversation. ▪ Project/improvement presentation – presentation lasts 10-15 minutes, with a further 10-15 minutes for a Q&A session, delivered by the Apprentice to the EPAO on a project they have completed or a process they have improved, from month 9 of the apprenticeship and should be completed prior to EPA.
Grading	<ul style="list-style-type: none"> ▪ Overall apprenticeship grade is Pass, Distinction or Fail ▪ All methods are weighted equally ▪ All EPA components must be passed in order for the overall apprenticeship to be achieved



Vistar EPA List Price	<p>£750</p> <p>This is for the complete EPA service, Vistar do not charge or require a non-refundable registration payment in advance, nor do Vistar menu price.</p> <p>This price includes the Apprentice Registration, Gateway Approval, Planning Meeting, End-point Assessment activity, End-point Assessor costs, Quality Assurance and ESFA Apprenticeship certification. EPA is invoiced after Gateway Approval. Also included is one free resit opportunity, for a multiple-choice test in line with the respective Standard and Assessment Plan.</p> <p>All prices exclude VAT. As per Government guidance; 'Supplies of training or end-point assessment, which are paid by government funding, including the apprenticeship levy, are exempt from VAT.'</p> <p>Please get in touch to discuss the EPA price further.</p>
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