

Level 3 Diploma in Business Administration

Overview

The Level 3 Diploma in Business Administration qualification is aimed at people who are already employed in an administrative role, who have experience and wish to specialise in business and administration functions; perhaps in, or preparing for a line management role. It provides candidates with the opportunity to develop their understanding of and skills in a broad range of administrative activities such as information management, event co-ordination and implementing procedures and systems. It's suitable for those working across a wide variety of sectors including NHS trusts, educational institutions, government departments, charities and the private sector.

This Diploma provides candidates with a high quality, nationally recognised qualification. It is a combined (covering competence and knowledge) qualification which provides valuable opportunities for candidates to develop skills gain underpinning knowledge and understanding and demonstrate competence in the workplace.

This qualification is based on national occupational standards and is recognised as the competence qualification of the Advanced Apprenticeship in Business Administration.

The benefits of this qualification to the candidate

For candidates this qualification provides an opportunity:

- To develop new skills and gain recognition of existing skills
- Achievement of a nationally recognised qualification
- Career progression.

The benefits of this qualification for business

For business the benefits include:

- Nationally recognised qualification for key staff in your organisation.
- A true reflection of your staff's performance due to the competency based nature of the assessment.

Who is this qualification suitable for?

Candidates may be working in one of the following roles; however this list is not exhaustive:

- Administration Officer/Executive
- Administration Team Leader/Office Supervisor
- Personal Assistant
- Secretary

Delivery

This qualification is combined including both knowledge and competence units. Assessments will be carried out on learner's daily activities using a range of planned assessment methods.

Support

Candidates will be allocated a tutor who is a subject specialist within the field of business and administration. Their tutor will support and advise candidates throughout their qualification and will:

- Provide a comprehensive induction to the qualification
- Support candidates to select the most appropriate optional units
- Discuss with candidates the most appropriate methods of assessment, these may include: observation, work products, witness testimonies, discussion, written questions and answers
- Support candidates in developing their knowledge and understanding
- Plan with candidates how to meet the qualification requirements
- Review and feedback on the work candidates complete

Learning and assessment

Candidates are required to demonstrate that they meet the requirements of the qualification by producing a portfolio of evidence. Candidates will be given an account for our web based learning and assessment system (iLearner). Via this system candidates will be able to:

- Progress at a pace that best suits them
- View up-to-date, on-going progress
- Study when, and where, they want
- Have instant access to all of the learning materials needed to develop their knowledge and understanding
- Communicate with those important to them in achieving their qualification
- Use more exciting and innovative forms of evidence

Qualification duration

This is dependent upon the candidate's individual circumstances but generally the qualification duration is between 9 - 12 months.

Qualification content

Candidates need to complete 58 credits to achieve this qualification.

Mandatory Units

27 credits will be achieved from the following four mandatory units:

- **Principles of business** – This unit is about business markets, business innovation and growth, financial management, business budgeting and sales and marketing.
- **Principles of business communication and information** – This unit covers negotiation in a business environment, developing and delivering presentations, creating bespoke business documents and information systems in a business environment.
- **Communicate in a business environment** – This unit is about being able to communicate clearly and accurately, in writing and verbally, with other people in a business environment. The unit also covers written business communications.
- **Principles of administration** – This unit covers managing an office facility, understanding health and safety in a business environment, minute taking, supervising an administration team and organising events.

- **Manage personal and professional development** - This unit aims to develop the knowledge and skills required to manage personal performance and development. Upon completion of this unit, learners will be able to manage their own performance, time and workload. They will also be able to identify their own development needs and fulfil a personal development plan.

Optional Units

The remaining 31 credits are made up from a wide range of units. These optional units cover a variety of tasks and skills candidates may perform in their role within the business environment and include:

- Contribute to the improvement of business performance
- Analyse and present business data
- Contribute to the organisation of an event
- Buddy a colleague to develop their skills
- Prepare text from recorded audio instruction
- Monitor information systems
- Manage team performance
- Implement and maintain business continuity plans and processes
- Promote equality, diversity and inclusion in the workplace
- Spreadsheet Software
- Organise and deliver customer service
- Develop and maintain professional networks
- Principles of marketing stakeholder relationships
- Principles of Social Media within a Business
- Principles of leadership and management

Entry requirements

There are no prior learning requirements to be able to complete this qualification but you must be employed or volunteering in a real work administrative role and you must be over 16 years of age.

Resources

Candidates will be provided with all the resources needed to complete this qualification at no additional cost.

Progression

Candidates may wish to progress to the Level 4 Diploma in Business and Administration (knowledge based) or the Level 4 NVQ Diploma in Business Administration (competence based).

Questions

Please contact us:

- Call us on 0191 6600355
- Email us info@roveconsultancy.co.uk
- Visit us: www.roveconsultancy.co.uk