



## Level 4 Diploma in Business and Administration

### Overview

The Level 4 Diploma in Business and Administration qualification aims to develop learners' knowledge and understanding of complex business functions and activities. It accredits learners' abilities to critically analyse and evaluate a range of business and administrative systems and processes.

This qualification is based on national occupational standards and is recognised as the knowledge qualification of the Higher Apprenticeship in Business and Professional Administration.

### The benefits of this qualification to the candidate

For candidates this qualification provides an opportunity:

- gain underpinning knowledge and understanding
- improve employability
- continue professional development.

### The benefits of this qualification for business

For business the benefits include:

- Nationally recognised qualification for key staff in your organisation.

### Who is this qualification suitable for?

This qualification is suitable for those who have significant experience of working in a business environment and who work with a high level of autonomy.

### Delivery

This qualification is knowledge based which means candidates are required to demonstrate achievement of the technical skills, knowledge and understanding of theoretical concepts and knowledge and understanding of business and administration through the completion of a range of activities and assignments.

### 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
- Discuss with candidates the most appropriate methods of assessment, these may include: work products, 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 6 – 9 months.

### Qualification content

Candidates need to complete 18 credits to achieve this qualification.

### Mandatory units

18 credits will be achieved from the following six mandatory units:

- **Supporting business activities** - The aim of this unit is to develop an understanding of activities which support a range of business functions from administrative tasks, through the complexities of project management to effective diary and time management. This will lead to analysis and evaluations which will inform improvements to future workplace practice.
- **Managing sustainability and risk** - The aim of this unit is to develop an understanding of the relationship between an organisation's internal and external environment with regard to managing risks and sustainability.
- **Communicating in business** - The aim of this unit is to develop an understanding of communication and how communication can facilitate and prevent effective communication which will enable learners to critically analyse and evaluate communication systems and processes within an organisation.
- **Culture and ethics in a business environment** - The aim of this unit is to develop an understanding of culture and ethics to enable learners to critically analyse the influence and impact culture and ethics have on different aspects of an organisation and how this impacts on the wider environment.
- **Business administration systems** - The aim of this unit is to develop an understanding of administration systems to enable learners to critically analyse and evaluate the influence administration systems have on different aspects of an organisation.
- **Managing people and performance in a business environment** - The aim of this unit is to develop an understanding of the roles and responsibilities individuals have as leaders and managers to enable a learner to critically analyse these roles in developing effective individuals and teams to meet organisational objectives.

- **Personal effectiveness in a business environment** - The aim of this unit is to develop an understanding of the relationship between time management, personal development and management styles and how they combine to motivate people to become more effective individuals and teams to meet organisational objectives.
- **Managing business facilities** - The aim of this unit is to develop an understanding of the management of facilities and accommodation and how this impacts internally and externally on working practices and the environment.

### **Entry requirements**

Ideally, candidates should be working within management level administration to undertake this qualification however contact us for more information and guidance.

### **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 NVQ Diploma in Business Administration and / or Management qualifications.

### **Questions**

Please contact us:

- Call us on 0191 6600355
- Email us [info@roveconsultancy.co.uk](mailto:info@roveconsultancy.co.uk)
- Visit us: [www.roveconsultancy.co.uk](http://www.roveconsultancy.co.uk)