

4475 Level 2 and 3 Principles in Business and Administration



Frequently asked questions

www.cityandguilds.com
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Version 1.1

For **Guided Learning Hours, Qualification Accreditation Number, Units, Assessment, Course design and delivery information**, see handbooks.

The resources you need to deliver **City & Guilds qualifications and details on complaints procedures, equal opportunities, malpractices** etc can be found in **Centre Administration**.

What are the Accreditation numbers/ references?

- 4475-02 Level 2 Certificate in Principles of Business and Administration - 501/0159/6
- 4475-03 Level 3 Certificate in Principles of Business and Administration - 501/0093/2
- 4475-12 Level 2 Diploma In Business Support - 600/1648/6
- 4475-13 Level 3 Diploma In Business - 600/1646/2
- 4475-22 Level 2 Award in Business and Administration - 600/8254/9
- 4475-23 Level 3 Award in Business and Administration - 600/8185/5
- 4475-23 L2 Award in Principles of providing administrative services - 600/8120/x
- 4475-22 L2 Award in Principles of managing information and producing documents - 60081193
- 4475-22 L2 Award in Principles of supporting change in a business environment - 600/8285/9
- 4475-22 L2 Award in Principles of supporting business events - 6008117x
- 4475-22 L2 Award in Principles of maintaining stationery stock - 600/8255/0
- 4475-23 L3 Award in Principles of working with and supervising others in a business environment - 60081168
- 4475-23 L3 Award in Principles of managing information and producing documents in a business environment - 60081156
- 4475-23 L3 Award in Principles of providing and maintaining administrative services - 600/8286/0
- 4475-23 L3 Award in Principles of project management - 60081144
- 4475-23 L3 Award in Principles of contributing to innovation and change - 600/8256/2
- 4475-23 L3 Award in Principles of working in the public Sector - 600/8257/4
- 4475-23 L3 Award in Principles of budgets in a business environment - 600/8258/6

Accreditation dates

Last registration:

Last certification:

4475-02 Level 2: 31 Aug 2014

31 Aug 2016

4475-03 Level 3: 31 Aug 2014

31 Aug 2017

4475-12 Level 2: 31 Aug 2014

31 Aug 2016

4475-13 Level 3: 31 Aug 2014

31 Aug 2017

What are the Credit value(s)?	Level 2/3 Awards: 1-8 Level 2 Cert: min 13 Level 3 Cert: min 17 Level 2 and 3 Diploma: 37
What is the GLH?	Level 2/3 Awards: 8-96 Level 2 Certificate – 101 to 144 Level 3 Certificate – 136 to 176 Level 2 Diploma – 282 to 311 Level 3 Diploma - 288 to 299
Is it eligible for funding? (If yes, how do I get funding?)	For up-to-date details please contact your regional funding agency or visit: Skills Funding Agency: http://skillsfundingagency.bis.gov.uk Learning Aim Reference Application (LARA): https://gateway.imservices.org.uk/sites/lara/Pages/Welcome.aspx Education Funding Agency: http://www.education.gov.uk
Assessment method	Dual Assessment – either multiple choice online test or assignment or a mixture of the two.
What about support materials?	Qualification handbook, sample assignments, assignment guide are free download from www.cityandguilds.com The 4475 qualification handbook includes a table showing the relationship between the new 4475 units to the old 4413 units to help you adapt existing support material.
What sample assignments are available?	There are sample assignments available on the website for units.
Are there any Smartscreen resources?	Material is available on Smartscreen.
Where can I find a mapping document that maps the work that is covered in the 4475 to the 4428 NVQ?	See the appendices in the 4475 handbook
What live assignments are available?	Version A assignments for all mandatory units are available from www.cityandguilds.com
Where can I get the passwords for the live assignments?	These can be obtained by approved 4475 centres from the Walled Garden.
What about the apprenticeship?	The Level 2 and 3 Certificates in Business and Administration are recognised as technical certificates for the Level 2 and 3 SASE Intermediate and Advanced Apprenticeships in Business and Administration. For more information on the apprenticeship frameworks see the CfA website. http://www.skillsfundingagency.gov.uk/
To complete an Apprenticeship what must	9097 Intermediate and Advanced Business and Administration package including and excluding Functional/Key Skills.

<p>the learner achieve?</p>	<p>All 9050 centres can gain Fast Track approval to the new package.</p> <p>Intermediate Apprenticeship in Business and Administration (level 2)</p> <p>the learner must successfully complete the following:</p> <ul style="list-style-type: none"> • 4428-02 Level 2 NVQ Certificate in Business and Administration • 4475-02 Level 2 Certificate in Principles of Business and Administration • Key Skills or Functional Skills Application of Number/Mathematics Level 1 Communication/English Level1 ICT Level 1 <p>Advanced Apprenticeship in Business and Administration (level 3)</p> <p>the learner must successfully complete the following:</p> <ul style="list-style-type: none"> • 4428-03/93 Level 3 NVQ Diploma in Business and Administration • 4475-03 Level 3 Certificate in Principles of Business and Administration • Key Skills or Functional Skills Application of Number/Mathematics Level 2 Communication/English Level 2 ICT Level 2 <p>ERR: There are no additional employer requirements in these frameworks. ERR is assessed within the NVQ mandatory units and the technical certificates.</p> <p>There are also pathways in Legal Administration and Medical Administration which are not part of the package but all components are available through City & Guilds.</p>
<p>How do I claim the Apprenticeship certificate?</p>	<p>The certificates for the Apprenticeship are claimed for from the CFA, http://www.skillsca.org</p>
<p>Certification (Full/unit)</p>	<p>Certificates of unit credit (CUC) are issued, as well as the full certificate upon successful completion of all required units</p>
<p>FAQ document last updated</p>	<p>28 March 2013 Subscribe our Alert system for regular updates</p>