

June 2014

## City & Guilds

500/7738/7 Level 1 Award in Business and Administration

### OVERVIEW

- What does this qualification cover?

This qualification covers the essentials of business administration, allowing the learner to develop the skills and knowledge required in a business environment.

The following areas that can be covered within this qualification:

- Working in a business environment
- Creating business documents
- Making and receiving calls
- Handling mail
- Working as part of a group.

All learners will cover the mandatory core units and then a choice of optional units.

This is a Framework qualification.

Who could take this qualification?

There are options for those who are new to the job and want a solid base of knowledge and skills to help you succeed as an administrative role. Level 1 will suit you if you are working in or want to work in a business support role and you're interested in learning how to carry out everyday administrative tasks.

This qualification is suitable for anyone from 16 years old or over.

### WHAT COULD THIS QUALIFICATION LEAD TO?

This qualification could lead to jobs such as:

- Receptionist
- Administrator
- Secretary
- Personal assistant

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The learner could progress onto an apprenticeship at Level 2 or 3 in Business Administration or other qualifications such as:

- Level 2 and 3 Medical Administration / Secretarial qualifications (5519)
- Level 2 and 3 Business and Administration NVQs (4428)
- Level 2 and 3 Certificate and Diploma for Legal Secretaries (7655)
- Level 2-4 Customer Service NVQs (5530)
- Award, Certificate or Diploma for IT Users (7574)
- Level 3 Awards, Certificates and Diplomas for IT Users (7575)
- ILM leadership and management qualifications.

#### WHO SUPPORTS THIS QUALIFICATION?

This qualification is supported by the following registered providers:

CAD Centre UK  
DC Training and Development Services  
Morthyng Vocational College  
Qube Learning (Qube Qualifications and Development Ltd)  
YH Training Services Ltd