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City & Guilds Level 3 NVQ Diploma in Business and Administration 500/9548/1

OVERVIEW

- What does this qualification cover?

This qualification covers the essentials of business administration, allowing the learner to develop the skills and understanding required for an administrative role in the public, private and voluntary sectors.

The following areas can be covered within this qualification:

- Manage own performance in a business environment
- Evaluate and improve own performance in a business environment
- Respond to change in a business environment
- Support the management and development of an information system.

All learners will cover the mandatory core units and then a choice of optional units. A minimum of 68% of the vocational learning in this qualification relates to business administration.

This is a Framework qualification.

Who could take this qualification?

This Level 3 qualification is ideal for learners with some knowledge and experience of administration systems and want to develop their skills in implementing and monitoring administrative procedures and systems. Skills gained would provide a good foundation for those looking to move into a future management role, as learners at Level 3 would already be working under their own supervision. The Level 3 NVQ Diploma in Business and Administration allows the learner to choose a broader range of optional units than the Level 3 NVQ Certificate (500/9626/6), reflecting the specialist duties that their jobs may include in addition to general administrative roles. The combined competence and knowledge Level 3 Diploma in Business Administration (601/3608/X) and Level 3 Certificate in Principles of Business and Administration (501/0093/2) include knowledge units, whereas the Level 3 NVQ Diploma assesses the learner's competence or performance in a relevant job role, so is ideal for learners who are confident in their understanding of business administration. The Level 2 NVQ Certificate (500/9677/1) and NVQ Diploma (501/0040/3) in Business and Administration are suitable for learners working under more supervision than the Level 3 NVQ Diploma.

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

This qualification is not a component of a current apprenticeship framework.

WHAT COULD THIS QUALIFICATION LEAD TO?

This qualification could lead to jobs such as:

- Office Manager
- Administration Team Leader
- Personal Assistant

The learner could progress onto an apprenticeship at Level 4 in Business and Professional Administration or other qualifications such as:

- ILM Level 4 or Level 5 Qualifications in Management
- City & Guilds Professional Recognition Awards
- Foundation Degree or other higher education qualifications

Learners may also be able to gain membership of professional bodies such as the Institute of Administrative Management (IAM).

WHO SUPPORTS THIS QUALIFICATION?

This qualification is supported by the

Flybe
Kings College NHS Trust
Northamptonshire NHS Trust
Allied Healthcare
Greenbank Services Ltd