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## City & Guilds

501/0093/2 Level 3 Certificate in Principles of 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:

- Principles of personal responsibilities and working in a business environment
- Principles of providing administrative services
- Principles of managing information and producing documents
- Principles of supporting change in a business environment
- Principles of working in the public sector
- Principles of project management
- Principles of contributing to innovation and change.

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?

Level 3 is ideal if you're fairly new to administration or have worked in an administrative role for some time. You'd like to prepare to move into a leadership role by learning how to effectively supervise others and contribute to wider departmental or organisational change.

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
- Office supervisor
- Team leader
- Manager

The learner could progress onto an apprenticeship at Level 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