

May 2015

---

1 Giltspur Street  
London  
EC1A 9DD  
T +44 (0)20 7294 2468  
F +44 (0)20 7294 2400  
[www.cityandguilds.com](http://www.cityandguilds.com)

## City & Guilds

501/0093/2 Level 3 Certificate in Principles of Business and Administration

### OVERVIEW

- What does this qualification cover?

This qualification develops the learner's understanding of business administration, allowing them to progress onto further learning or apply their knowledge in a work 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. 100% 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 of administration and who want to develop their understanding of implementing and monitoring administrative procedures and systems. This qualification provides a good foundation for those looking to progress onto Level 4 learning or move into a future management role, as learners at Level 3 should be able to understand the more complex issues associated with managing administrative systems. The knowledge-only Level 3 Certificate in Principles of Business and Administration allows the learner to study administration without having to be employed in a relevant job role. The Level 3 Diploma in Business Support (600/1646/2), Level 3 NVQ Certificate (500/9626/6) and NVQ Diploma (500/9548/1) in Business and Administration and the combined competence and knowledge Level 3 Diploma in Business Administration (601/3608/X), all require at least some assessment of the learner's competence or performance in a relevant job role. The Level 2 Certificate in Principles of Business and Administration (501/0159/6) provides a good progression route onto the Level 3 Certificate.

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



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

#### WHAT COULD THIS QUALIFICATION LEAD TO?

The learner could progress onto an apprenticeship at Level 3 or 4 in Business Administration or other qualifications such as:

- Level 4 Diploma in Business and Professional Administration (4710)
- Level 2 and 3 Medical Administration / Secretarial qualifications (5519)
- Level 3 and 4 Business and Administration (4428 and 5528)
- 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.

This qualification could lead to jobs such as:

- Personal assistant
- Office supervisor
- Team leader
- Manager

#### WHO SUPPORTS THIS QUALIFICATION?

This qualification is supported by the following registered providers:

CAD Centre UK  
DC Training and Development Services  
Qube Learning (Qube Qualifications and Development Ltd)