

July 2014

---

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

601/3608/X Level 3 Diploma in Business 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 can be covered within this qualification:

- Communicate in a business environment
- Manage personal and professional development
- Contribute to the improvement of business performance
- Principles of administration
- Principles of business

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 have some knowledge and experience of administration systems. You want to develop your skills to implement and monitor administrative procedures and systems, perhaps to move into a management role.

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:

- Secretary
- Receptionist
- Administrator
- Personal assistant
- Office supervisor
- Team leader
- Manager.

The learner could progress onto other qualifications such as:

- Level 3 Diploma in Business Support
- Level 2 and 3 Medical Administration/Secretarial qualifications
- Level 2 and 3 Legal Secretaries qualifications
- Level 2 and 3 Business Skills qualifications
- Level 2-4 Diplomas in Customer Service
- ITQ Award/Certificate/Diploma for IT Users
- Leadership and management qualifications from the ILM.

#### WHO SUPPORTS THIS QUALIFICATION?

This qualification is supported by:

Kings College Hospital NHS Trust  
Allied Healthcare  
Clipper Logistics  
Hospice Homecare  
Avanta  
IMRG