



Business Administration

Specification: NCFE Level 3

The qualification is a Level 3 Diploma; a level equivalent to an A Level. Many universities will accept it towards entrance on a course, but check with ucas.com for specific entry requirements and grade criteria.

OCR Level 2 Diploma in Administration (Business Professional): This course provides opportunities for progression to further learning within the suite, to other related qualifications or to employment.

Assessment: Portfolio of Evidence/Work experience is a mandatory element of this course.

Programme Outline: This qualification aims to develop learners' knowledge and skills in carrying out a range of administrative and business support functions. The objective of this qualification is to develop and accredit learners' competence in a wide range of administrative duties. Skills and knowledge developed can be applied to a number of industries and job roles.

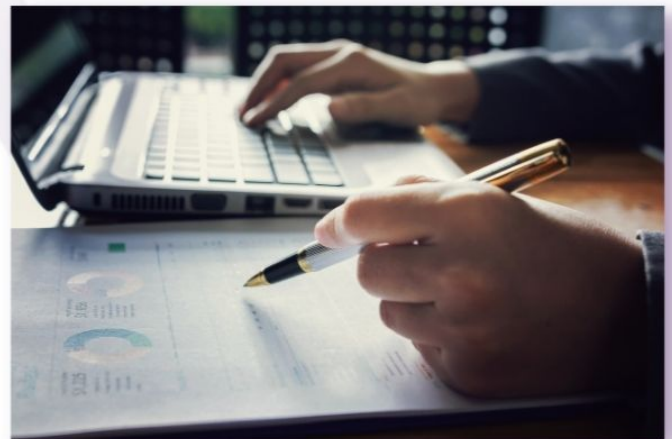
What you will learn:

Level 2

- To manage your own performance in a business environment
- Maintain and issue stationery
- Contribute to the organisation of an event
- Arrange business travel and accommodation
- To improve your own performance in a business environment
- How to work and communicate in a business environment

Level 3

- To provide administration support in meetings
- To organise business travel and accommodation
- To work in a business environment
- To communicate in a business environment.
- Contribute to organising events
- Administer finance
- Manage office files
- Analyse business data
- Resolve administration problems



What to expect: Qualifications in Business and Administration are assessed by looking at evidence of your work. This can include observation, questions, professional discussion, IT assignments and looking at the work you have produced.

Progression: Achieving this qualification can help you work in roles such as a receptionist, administrator, personal assistant, office supervisor, team leader or office manager.