

## **Pearson BTEC Level 4 Diploma in Business Administration 601/3499/9**

## **Pearson BTEC Level 4 Extended Diploma in Business Administration 601/3594/3**

### **What is the purpose of this qualification?**

The Pearson BTEC Level 4 Diploma in Business Administration has been designed for learners' to develop practiced and complex occupational business administrative skills and knowledge that is required to lead and managing a range of defined business administrative functions within operational areas of responsibility.

The Pearson BTEC Level 4 Extended Diploma in Business Administration extends the work-related focus from the BTEC Level 4 Diploma and provides learners with additional opportunities to develop broader knowledge and understanding to support their administrative role or aspiring role.

Achievement of these qualifications prepares the individual to enter the business and professional administration sector and in cross-sector administrative roles.

### **What does this qualification cover?**

Each qualification is based on the National Occupational Standards for the Business Administrative Sector as defined by Skills CFA, the Sector Skills Body.

Learners will complete a range of mandatory units in areas such as business administration systems, communication in business, managing self development, culture and ethics in business and negotiating and influencing in the workplace. Learners will then choose from a range of more specialised business administrative and sector contextualised units that align to the duties of their professional administrative role or aspiring role including principles of quality management, operational planning, project management, administration for executive assistants, customer service management, understanding how to manage work activities to improve business performance, proposals and pitches, and principles of management and leadership in organisations.

### **Who could take this qualification?**

This qualification is for all learners aged 18+ and 19+ who are capable of reaching the required standards. Learners do not need any prior qualifications, knowledge or experience before starting the qualification however it is likely that they will be seeking work within the business administrative sector, or they may already be employed in a cross-sector administrative role of function that involves responsibility and autonomy for managing defined business administrative operations. Learners may also be seeking work within the business and professional administration sector, or intending to return to work after unemployment.

**What could this qualification lead to?**

Learners could progress on to a Higher Apprenticeship or to a Level 4 Business Administration qualification that confirms occupational competency in administrative roles that including responsibility and autonomy for managing others, improving business performance and resolving administrative problems. Learners could also progress to Level 4 and Level 5 qualification in management and leadership designed to support learners' in the development of core middle management skills including providing leadership, managing change, risk management and designing and establishing business processes.

Qualifications include:

- Pearson Edexcel Level 4 NVQ Diploma in Business Administration (QCF)
- Pearson Edexcel Level 4 NVQ Diploma in Management (QCF)
- Pearson BTEC Level 5 Diploma in Management and Leadership (QCF)
- Pearson Edexcel Level 5 NVQ Diploma in Management and Leadership (QCF)

Potential job roles for those working towards this qualification are:

Office Manager  
Learning & Development Manager  
Project Manager

Executive Assistant  
Business Development Officer  
Business Improvement Manager

**Who supports this qualification?**

This qualification is supported by the Sector Skills Body for Administration, Skills CFA, and is highly valued by a variety of employers in the Business and Professional Administration Sector including those within the Health, Education, Training and Skills Industries.