

Pearson BTEC Level 3 Certificate in Principles of Business Administration (QCF)**Qualification Number: 601/5241/2****What is the purpose of this qualification?**

The Pearson BTEC Level 3 Certificate in Principles of Business Administration (QCF) is designed to provide learners with specialised occupational knowledge that is required by employers to work within a Business Administrative environment and role.

Achievement of this qualification prepares the individual to enter the Business and Administration sector in the potential job roles listed below at this level, including cross-sector administrative related roles at a level that involves responsibility for carrying out and managing business administrative operations and functions.

What does this qualification cover?

This qualification is based on the most up to date National Occupational Standards (2013) for the Business and Administration Sector as defined by Skills CFA, the Sector Skills Body. The qualification is accredited on the Qualifications and Credit Framework.

The entirety of this qualification's 22 credits (149 – 157 Guided Learning Hours) relates to vocational occupational knowledge. Learners will complete four mandatory units in Principles of Providing and Maintaining Administrative Services, Communicating in a Business Environment, Understanding how to Manage Own Performance and Development and Understanding how to Develop and Maintain Productive Working Relationships in Business Environments. Learners will then choose from a range of optional units that align to the duties of their Business Administrative role or aspiring role such as Principles of Business, Principles of Supporting Change in a Business Environment, Principles of Supervising an Office Facility, Principles of Budgets in a Business Environment and Principles of Business Data and Information systems.

How is this qualification assessed?

This qualification is assessed through internal assessment (written assignments, practical tasks, portfolio of evidence, centre devised assessments etc).

Who could take this qualification?

This qualification is for all learners aged 16-18 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 they may be seeking work within the business and administration sector or be already employed in a business administrative or cross-sector administrative and secretarial role.

It is also appropriate for up-skilling those individuals who are employed within a role that is predominately associate professional, technician based or a skilled trade occupation, but involves developing and managing administrative systems, processes and functions. It allows the learner to gain the right level of occupational knowledge in business administration that appropriately complements a larger sector, industry specific or professional qualification and learning programme.

What could this qualification lead to?

Learners could progress on to a Pearson BTEC Level 3 Diploma in Business Administration that demonstrates occupational competency for the potential job roles listed below at this level, including an advanced apprenticeship in Business Administration.

Learners could also progress to Level 4 qualifications in Business and Professional Administration that are designed to provide learners with the opportunity to demonstrate occupational competency in managing others, improving business performance, leading and managing a range of defined business administrative functions and resolving administrative problems.

Alternative progression routes are Level 3 Management qualifications which are designed to ensure that management and leadership skills support productivity and efficiency of the workforce, including an advanced apprenticeship in management.

Qualifications include:

- Pearson BTEC Level 3 Diploma in Business Administration (*competency qualification*)
- Pearson Edexcel Level 4 NVQ Diploma in Business Administration (*competency qualification*)
- Pearson BTEC Level 3 Certificate in Principles of Management (QCF)
- Pearson BTEC Level 3 Diploma in Management (*competency qualification*)

Potential job roles for those working towards this qualification are:

Administrator / Administrative Assistant
Publishing and Marketing Assistant
Senior Administration Officer
Employer Engagement Assistant

Programme Support Officer
Legal Administrator
Team Leader
Office Supervisor

Who supports this qualification?

This qualification is highly valued and supported by a variety of employers in the Business and Administration Sector including those within Telecommunications, Education and Training, Housing Associations, Public Services and Financial Services Industries.