

**Pearson BTEC Level 1 Certificate in Principles of Business Administration (QCF)****Qualification Number: 601/5580/2****What is the purpose of this qualification?**

The Pearson BTEC Level 1 Certificate in Principles of Business Administration (QCF) is designed for learners who are newly employed within a Business Administrative role, or for those who want to pursue a career within the Business and Administration sector.

Achievement of this qualification prepares the learner for employment within the Business and Administration sector for the potential job roles listed below at this level, including a Business Administration apprenticeship, or for a cross-sector job role that involves carrying out routine administrative tasks.

It will develop learners' understanding of the wider Business and Administration industry and will introduce a range of underpinning occupational knowledge that is required by employers to work within a business administrative role such as providing administrative services and the roles and functions of an administrator within business.

**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 15 credits (112-122 Guided Learning Hours) relates to vocational occupational knowledge. Learners will complete three mandatory units in Principles of Working in Business Administration, Professional Behaviour in a Business Environment and Principles of Providing Administrative Services. 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 Producing Business Documents, Investigating Rights and Responsibilities at Work, Understanding How to Handle Telephone Calls, Career Progression and Principles of Social Media for Business Use.

**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 14-16, 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.

The business administrative occupational knowledge gained within this qualification is transferable and cross-sector, and therefore will help learners to progress into a large pool of entry level administrative roles under supervision, and help meet expectations from employers for administrative staff to be multi-skilled.

Learners are likely to be those new to their first administrative role, intending to return to work after unemployment, NEET learners, learners on work experience/job placement and those looking to progress into an apprenticeship programme.

**What could this qualification lead to?**

Learners could progress on to a Pearson BTEC Level 1 Certificate in Business Administration that demonstrates occupational competency for the potential job roles listed below at this level.

Learners could also progress on to Level 2 qualifications in Business Administration which are designed for learners' to demonstrate a broad set of occupational skills when carrying out business

administrative related tasks. Level 2 qualifications in this sector further develop learners' knowledge and understanding of the principles that underpin working in a business administrative environment including specialist and sector related knowledge. Qualifications include:

- Pearson BTEC Level 1 Certificate in Business Administration (*competency qualification*)
- Pearson BTEC Level 2 Certificate in Principles of Business Administration
- Pearson BTEC Level 2 Diploma in Business Administration (*competency qualification*)

Potential job roles for those working towards this qualification are:

Trainee Administrator  
Administrator  
Administrative Assistant  
Office Administrator

Telesales Operative  
Administrative Support/Programme Support  
Office Junior/Junior Administrator

### **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, Social & Business Enterprise, Housing, Education & Training and Public Services.