

**Pearson BTEC Level 3 Diploma in Business Administration (QCF)****Qualification Number: 601/3406/9****What is the purpose of this qualification?**

The Pearson BTEC Level 3 Diploma in Business Administration has been designed for learners' to demonstrate a practiced set of skills when carrying out business administrative operations including the introduction of developing and managing administrative systems, processes and functions. It develops learners' understanding of the principles that underpin working in a business administrative environment including the principles of business, covering the broader, cross-organisational processes that an administrator will need to understand.

Achievement of the qualification confirms occupational competence for the potential job roles listed below at this level.

**What does this qualification cover?**

This qualification is based on the National Occupational Standards for the Business Administrative Sector as defined by Skills CFA, the Sector Skills Body. The qualification is accredited on the Qualifications and Credit Framework.

Learners will complete mandatory units in communicate in a business environment, manage personal and professional development, principles of business, principles of administration and principles of business communication and information. Learners will then choose from a range of more specialised business administrative and sector contextualised units that align to the duties of their role including contribute to the improvement of business performance, deliver a presentation, manage an office facility, monitor information systems, participate in a project, manage individuals' development in the workplace, principles of leadership and management and chair and lead meetings.

**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 it is likely that they will be seeking work within the business administrative sector, or they may already be employed in a cross-sector role of function that involves responsibility for carrying out and managing business administrative operations and functions.

**What could this qualification lead to?**

Learners could progress on to a Level 4 qualification in business administration which is designed for learners' to demonstrate a practiced and complex set of skills including leading and managing a range of defined business administrative functions. Alternatively learners could choose to progress on to management qualifications at Level 3 which are designed to ensure that the learner's management and leadership skills support productivity and efficiency of the workforce. Qualifications include the following:

Qualifications include:

- Pearson Edexcel Level 4 NVQ Diploma in Business Administration (QCF)
- Pearson BTEC Level 4 Diploma in Business Administration (QCF)
- Pearson BTEC Level 4 Extended Diploma in Business Administration (QCF)
- Pearson BTEC Level 3 Certificate in Management Principles (QCF)
- Pearson BTEC Level 3 Diploma in Management (QCF)

Potential job roles for those working towards this qualification are:

Personal Assistant  
Business Development Executive  
Administrative Manager  
Office Executive

Programme Support Officer  
Legal Administrator  
Team Leader  
Office Supervisor

**Who supports this qualification?**

This qualification is highly valued by a variety of employers in the Business Administrative Sector including those within the Telecommunications, Public Services/Sector, Contact Centre Operations, Legal Sector, Voluntary Sector and Community and Social Enterprise industry.