

**Pearson Edexcel Level 4 NVQ Diploma in Business Administration (QCF)****Qualification Number: 601/3425/2****What is the purpose of this qualification?**

The Pearson Edexcel Level 4 NVQ Diploma in Business Administration has been designed for learners' to demonstrate a practiced and complex set of skills including leading and managing a range of defined business administrative functions.

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 managing the work of an administrative function, communication in a business environment, managing personal and professional development and resolving administrative problems. 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 managing information systems, preparing specifications for contracts, contributing to improvements in business performance, managing an office facility, creating bespoke business documents, managing a budget, managing team performance, encouraging innovation and developing and implementing an operational plan.

**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 role of function that involves responsibility and autonomy for managing others, improving business performance and resolving administrative problems. Learners may also be seeking work within the business administrative sector, or intending to return to work at professional administrative level after unemployment.

**What could this qualification lead to?**

Learners could progress on to a Higher Apprenticeship in Business and Professional Administration or to a Level 4 qualification in which is designed for learners' to develop practiced and complex management skills including managing people, managing operational performance and stakeholder management.

Qualifications include:

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

Potential job roles for those working towards this qualification are:

Office Manager  
Project Manager  
Training Facilitator

Executive Assistant  
Business Development Officer  
Support Secretary

**Who supports this qualification?**

This qualification is highly valued by a variety of employers in the Business Administrative Sector including those within the Public Services/Sector, Higher Education, Training and Education, National Health Service and Community Services and Healthcare industry.