

Business Administration Level 4



Diploma in Business Administration Level 4

This qualification is aimed at learners who are developing, implementing, and monitoring administrative services within their organisation. It will support learners' progression in the workplace, particularly at management level, through the development of high-level administrative skills.

Find out more today, by speaking with one of our highly professional and experienced team, to find the right solution for you:

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Introduction

This qualification is aimed at learners who are developing, implementing, and monitoring administrative services within their organisation. It will support learners' progression in the workplace, particularly at management level, through the development of high-level administrative skills.

The regulatory body is the Office of Qualifications and Examinations Regulation (Ofqual). The specification for this qualification has been approved by the Welsh Government for use by centres in Wales and by the Council for the Curriculum Examinations and Assessment (CCEA) for use by centres in Northern Ireland.

The qualification has been accredited onto the Regulated Qualification Framework (RQF) and provides a progression route to higher level or discipline related qualifications.



Qualification

Qualification title

Level 4 NVQ Diploma in Business Administration

Ofqual qualification number

601/4758/1

Level

4

Total qualification time

400 hours

Guided learning hours

296

Assessment

Pass or fail

Internally assessed and verified by Awarding Body staff
External quality assurance by Awarding Body verifiers



What is Required?

Entry Requirements

There are no formal entry requirements for this qualification.

We will carry out an initial assessment of learner skills and knowledge to identify any gaps and help plan the assessment.

Qualification Structure

To achieve the qualification learners must complete a minimum of: **57 credits**

- **18 credits** from the **Mandatory units in Group A**, plus
- a minimum of **26 credits** from **Optional Group B**
- a maximum of **13 credits** from **Optional Group C**

Group A Mandatory Units – complete all units

Unit Reference Number	Unit Title	Unit Level	Credit Value
D/506/1956	Resolve administrative problems	4	6
T/506/1946	Manage the work of an administrative function	4	5
Y/506/1910	Communicate in a business environment	4	4
F/506/1819	Manage personal and professional development	3	3
D/506/1956	Resolve administrative problems	4	6
T/506/1946	Manage the work of an administrative function	4	5

Group B Optional Units – a minimum of 26 credits

Unit Reference Number	Unit Title	Unit Level	Credit Value
A/506/1950	Contribute to the design and development of an information system	4	5
F/506/1951	Manage information systems	4	6
H/506/1957	Prepare specifications for contracts	4	4
M/506/1959	Council for Administration	4	6
R/506/1954	Support environmental sustainability in a business environment	4	4
D/506/1911	Contribute to the improvement of business performance	3	6
F/506/1917	Monitor information systems	3	8
H/506/1912	Negotiate in a business environment	3	4
J/506/1918	Evaluate the provision of business travel or accommodation	3	5
K/506/1913	Develop a presentation	3	3
K/506/1944	Manage an office facility	3	4
M/506/1914	Deliver a presentation	3	3
M/506/1945	Analyse and present business data	3	6
T/506/1915	Create bespoke business documents	3	4

Group C Optional Units – a maximum of 13 credits

Unit Reference Number	Unit Title	Unit Level	Credit Value
A/506/1995	Manage a budget	4	4
A/506/2032	Manage knowledge in an organisation	4	5
F/506/1982	Develop working relationships with stakeholders	4	4
H/506/2042	Recruitment, selection, and induction practice	4	6
J/506/1949	Develop and maintain professional networks	4	3
K/506/1989	Manage physical resources	4	4
K/506/1992	Prepare for and support quality audits	4	3
L/506/2004	Manage business risk	4	6
M/506/1962	Encourage learning and development	4	3
R/506/1999	Manage a project	4	7
T/506/1980	Initiate and implement operational change	4	4
T/506/1994	Conduct quality audits	4	3
Y/506/1955	Develop and implement an operational plan	4	5
D/506/2055	Design business processes	5	5
F/506/2064	Optimise the use of technology	5	6
J/506/2048	Establish business risk management processes	5	5
R/506/2053	Promote equality of opportunity, diversity, and inclusion	5	5
A/506/1821	Manage team performance	3	4
J/506/1921	Manage individuals' performance	3	4
K/506/1927	Manage conflict within a team	3	5
K/506/1930	Implement and maintain business continuity plans and processes	3	4
M/506/1928	Procure products and/or services	3	5
M/506/1931	Collaborate with other departments	3	3
Y/506/1924	Chair and lead meetings	3	3
D/506/2153	Champion customer service	4	4
J/506/2292	Encourage innovation	3	4



Support

You will receive one-to-one support from your allocated Tutor, whom will be available to you, to provide the additional support that you may need.

All our Tutors aim to respond to your queries as soon as they possibly can, but certainly, this will be within 24-hours of receiving your request through our system.

The materials produced to help support you will include:

- Access to all policies and procedures in relation to:
 - Appeals
 - Complaints
 - Equality, Diversity & Inclusion
 - External Verification
 - Fair Assessment
 - Health & Safety
 - Internal Verification
 - Malpractice
 - Safeguarding
 - Tutor Marking

- Learning material including:
 - Written learning materials
 - Additional independent resources
 - Video's & podcasts (where available)
 - Recommended read and books (where available)

- Resources including:
 - Assignment Writing Template
 - Citation Guide
 - Harvard Referencing System Guide
 - Planning & Preparing to write Assignments
 - Quotation Guide
 - Sending evidence to your Tutor
 - Resubmitting evidence to your Tutor



How will I be Assessed?

This qualification is competence-based, learners must demonstrate the level of competence described in the units. Assessment is the process of measuring a learner's skill, knowledge and understanding against the standards set in the qualification.

The qualification must be assessed by an appropriately experienced and qualified assessor.

Each learner is required to produce a portfolio of evidence which demonstrates their achievement of all of the learning outcomes and assessment criteria for each unit.

Evidence can include:

- observation report by assessor
- assignments/projects/reports
- professional discussion
- witness testimony
- learner product
- worksheets
- record of oral and written questioning
- Recognition of Prior Learning

Learning outcomes set out what a learner is expected to know, understand or be able to do.

Assessment criteria specify the standard a learner must meet to show the learning outcome has been achieved.

Internal Quality Assurance

An internal quality assurance verifier confirms that assessment decisions made by Tutors are made by competent and qualified assessors, that they are the result of sound and fair assessment practice and that they are recorded accurately and appropriately.

Adjustment to Assessment

Adjustments to standard assessment arrangements are made on the individual needs of learners. Our Awarding Body's "Reasonable Adjustments Policy" and "Special Consideration Policy" sets out the steps to follow when implementing reasonable adjustments and special considerations and the service that we provide for some of these arrangements.

Certification

Learners who achieve the required credits for qualifications will be awarded:

- A certificate listing all units achieved with their related credit value, and
- A certificate giving the full qualification title:

ProQual Level 4 NVQ Diploma in Business Administration