Level 3 Diploma in BUSINESS ADMINISTATION

Employability Sector – Education
Qualification Level – Level 3 Diploma

Awarding Body – NCFE
Program Length – 6 months

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Elmhouse Training
Recognising That Each Student is Important

AIMS AND OBJECTIVES OF THIS QUALIFICATION

This qualification aims to:

- Provide learners with the knowledge and skills they need to operate as a successful business administrator
- Confirm competence of those already fulfilling a business administration role
- Allow learners to develop skills in a range of areas relevant to business administration roles, such as communication, presentation skills and providing administrative support.

The objectives of this qualification are to help learners to:

- Develop the skills and qualities valued in employees by employers
- Understand and work on their strengths and weaknesses as a business administrator.

Courses offered Nationwide

Apply now for the course
https://forms.gle/JF1ELkssGzMhW51eA

ENTRY REQUIREMENT

This qualification is for people aged 19 and over learners have to take a Maths and English Assessment. This qualification is suitable for working across a wide variety of sectors including NHS trusts, educational institutions, government departments, charities and the private sector. This qualification is on the Qualifications and Credit Framework (QCF). This means that it is nationally-recognised and is regulated by Ofqual, the qualifications regulator for England and Wales.

WHAT JOB COULD THIS QUALIFICATION LEAD TO?

The qualification will accredit and develop your skills and knowledge in business administration. It will help you to secure long-term employment and to progress to the following job roles:

» Finance Officer
» Secretary
» Executive Assistant
» Personal Assistant.

WILL THE QUALIFICATION SUPPORT PROGRESSION TO FURTHER LEARNING, IF SO, WHAT TO?

The qualification is designed for entry and progression within employment; however, it also offers progression onto the University, Foundation Degree and also NCFE Level 4 NVQ Diploma in Business Administration

Progression opportunities Learners who achieve this qualification could progress to:

» Foundation Degree
» University

OR

» NCFE Level 4 NVQ Diploma in Business Administration
» NCFE Level 3 Diploma in Customer Service
» NCFE Level 4 NVQ Diploma in Customer Service
» NCFE Level 4 Diploma in Management

HOW IS THE COURSE TAUGHT?

» Online lessons taught by a teacher face to face in a class with other learners every week.
» Learners will be appointed a tutor for 1 on 1 support
» Use of Online Portfolio
» Practical Workshops

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