

OCR Level 3 Diploma in Administration (Business Professional) (500/6485/X)

About this qualification

This is a Technical Level qualification that equips learners with specialist knowledge and skills for entry into employment in administration roles or to an Apprenticeship in Business and Administration or to prepare them for a related further education course.

It will enable a learner to carry out a comprehensive range of non-routine administrative tasks in a modern, practical way that is relevant to the work context.

What skills and knowledge will be covered?

Learners will cover between 7 and 12 topics, or units. All learners will learn how to produce complex business documents and develop an understanding of functions and roles in business organisations. They can then choose other topics that best fit their needs and interest, such as organising business events, analysing financial information, research and preparing reports, organising business travel and accommodation, and supporting recruitment and selection procedures. Their selection will still make sure that essential areas of knowledge and skills from the administrative sector are covered.

Where could this qualification lead to?

1. Entry into employment in administrative roles, such as Project Team Administrator, Client Services Administrator or Customer Service Team Leader.
2. On to an Apprenticeship in Business and Administration.
3. A further education course in business or management.