

Qualification title:	OCR Level 1 Certificate in Administration (Business Professional) (QCF)		
Qualification number:	50061227	Credit value:	13
An overview of this qualification	<p>This qualification offers an introduction to routine administrative practice in the workplace. It supports you in gaining some of the key knowledge and skills needed by a new employee in an administrative job role. It develops your knowledge and understanding of standard administrative practices and your skills to carry out a range of practical administrative tasks to the standard expected of someone working, or preparing to work, in a basic administrative role.</p> <p>The qualification is flexible, allowing you to choose units that best fit your employment needs. You will complete model assignments designed to replicate workplace practices and may also choose text processing units that assess your ability to produce a variety of business documents to meet the needs of the modern business environment.</p> <p>You will complete:</p> <ul style="list-style-type: none"> • two mandatory units which will enable you to demonstrate your knowledge of working in a business administration role and your ability to create business documents meaning that 100% of the mandatory content is specific to the role of an administrator. • a range of optional units covering business administrative skills, including making and receiving calls, welcoming visitors, handling mail, organising meetings, handling diary systems and teamwork in administration. You may also chose from a set of skills-based text processing units, including word processing, business presentations and mailmerge. <p>Each unit within this qualification has a credit size allocated. You must achieve 13 credits in total consisting of 6 credits from the mandatory units and 7 from the optional units.</p> <p>The choice of units allows you to choose those best suited to your employment role or the employment role that you would like.</p> <p>Minimum amount of vocational learning = 13 credits Maximum amount of vocational learning = 13 credits</p>		
Entry requirements	There are no formal entry requirements for this qualification.		
Age restrictions	This qualification is for learners aged 14 years and over.		
Is this qualification right for me?	<p>The OCR Level 1 Certificate in Administration (Business Professional) (QCF) sits within a suite of Administration (Business Professional) qualifications at Level 1.</p> <p>This qualification is suitable if you are looking to work in a basic</p>		

	<p>administrative job role within a business environment. It is also suitable if you are already working in an administrative role, perhaps part time, and want to develop and expand your skills in completing administrative tasks. The skills developed can be applied across a number of industry areas, where administrative support is required.</p> <p>Achievement of this qualification is designed to provide you with the skills and knowledge needed to seek employment in a business administrative role or to progress on to higher level qualifications.</p> <p>This specific size qualification might be right for you if you:</p> <ul style="list-style-type: none"> • would like a longer course of 130 guided learning hours (GLH) • would like a course that can be tailored to your specific requirements • would like to develop your knowledge and understanding of routine administrative practices • would like to develop your skills to carry out a range of practical administrative tasks, to the standard required by business • are preparing for Employment in a business administrative role • are unable to study a larger qualification such as a Diploma • wish to gain a Level 1 qualification to support further study in Further Education (FE) in any other sector or subject area.
<p>How could I progress from this qualification?</p>	<p>The primary purpose of this qualification is to provide you with the skills and knowledge needed to seek employment in a business administrative role such as:</p> <ul style="list-style-type: none"> • Office Administrator • Receptionist • Administrative Assistant. <p>Alternatively, this qualification supports progression to further learning. You could progress to other qualifications suitable to your level of expertise such as those detailed below or you may want to consider enrolling on an Intermediate Level Apprenticeship in Business Administration.</p> <ul style="list-style-type: none"> • <u>OCR Level 1 Diploma in Administration (Business Professional)</u> (QCF) Knowledge and skills qualification • <u>OCR Level 2 Certificate in Administration (Business Professional)</u> (QCF) Knowledge and skills qualification • <u>OCR Level 2 Diploma in Business Administration</u> (QCF) Combined knowledge and competence.
<p>Support</p>	<p>This qualification is supported by the below Employers:</p> <p>Colop McKechnies</p>

	<p>Kings College Hospital CALAT Thornton Heath Centre Flick Learning</p>
Further information	<p>To find out more about the OCR Level 1 Certificate in Administration (Business Professional) (QCF) please refer to the Centre Handbook available on the OCR website: http://www.ocr.org.uk/Images/80966-centre-handbook.pdf</p> <p>If you have any other queries please contact: vocational.qualifications@ocr.org.uk</p>
About us	<p>OCR is a leading UK awarding body. We provide qualifications which engage people of all ages and abilities at school, college, in work or through part-time learning programmes.</p> <p>Our general and vocational qualifications equip learners with the knowledge and skills they need for their future, helping them achieve their full potential.</p>