

<b>Qualification title:</b>	OCR Level 4 NVQ Diploma in Business Administration		
<b>Qualification number:</b>	601/3677/7	<b>Credit value:</b>	57
<b>An overview of this qualification</b>	<ul style="list-style-type: none"> <li>• The OCR Level 4 NVQ Diploma in Business Administration allows you to evidence the key skills, knowledge and competence that employers would expect of someone operating in the Business Administration sector at this level. It is appropriate if you work in a senior business administration role that necessitates working with autonomy and personal responsibility.</li> <li>• It is a competence qualification that supports you in confirming that you are competent in a specific business administration job role. You will develop a portfolio of evidence that meets the assessment criteria in your chosen units. The units encompass a broad range of competencies from the business administration sector allowing you to contextualise the qualification to your own role.</li> <li>• You will complete: <ul style="list-style-type: none"> <li>○ four mandatory units covering: communication in a business environment, resolving administrative problems, managing the work of an administrative function and managing personal and professional development.</li> <li>○ optional units that allow for contextualisation to the requirements of your individual job role. These include: managing an office facility or team, developing and implementing operational plans, initiating and implementing change, contributing to and monitoring information systems and developing and delivering presentations.</li> </ul> </li> <li>• Each unit within the qualification has a credit size allocated. You must achieve 57 credits in total consisting of 18 credits from the mandatory units and 39 from the optional units.</li> <li>• Minimum amount of vocational learning = 57 credits</li> <li>• Maximum amount of vocational learning = 57 credits</li> </ul>		
<b>Entry requirements</b>	There are no formal entry requirements for the qualification and there is no need for you to have completed any lower level qualifications beforehand. However, it is anticipated that you will already have significant experience of office-based skills and functions.		
<b>Age restrictions</b>	This qualification is for learners aged 18 years and over.		
<b>Is this qualification right for me?</b>	This Level 4 diploma size qualification is appropriate if you work in a senior business administration role that necessitates working with autonomy and personal responsibility. You will have decision-making responsibilities, be involved in developing, implementing and monitoring administrative services and may manage others as part of your role.		

	<p>The primary purpose of this qualification is to confirm that you are competent in a specific job role. This qualification will enable you to undertake a learning programme to confirm competence in a specific business administration job role. It targets the key skills, knowledge and competence that employers would expect of someone operating in the Business Administration sector at this level.</p> <p>The OCR Level 4 NVQ Diploma in Business Administration sits within a suite of Business Administration qualifications that allow for natural progression from Level 1 to Level 4. The qualifications at Levels 1-3 contain a number of specific knowledge only units along with competence units, with this Level 4 NVQ diploma containing only competence units.</p> <p>The qualifications also come in different sizes:</p> <ul style="list-style-type: none"> <li>• Certificates allow you to evidence a <b>range</b> of skills, knowledge and competence relevant to your role</li> <li>• Diplomas allow you to evidence a <b>breadth</b> of skills, knowledge and competence relevant to your role</li> </ul> <p>This specific size, type and level of qualification might be right for you if you:</p> <ul style="list-style-type: none"> <li>• would like a longer course of 296 guided learning hours (GLH)</li> <li>• would like a course that can be tailored to your specific requirements</li> <li>• would like to confirm that you are competent in a specific Business Administration role</li> <li>• have previously studied a Level 3 qualification</li> <li>• are employed and would like to confirm competence in your specific job role</li> <li>• wish to gain a Level 4 qualification to support further study in Further Education (FE) or Higher Education (HE) in any other sector or subject area</li> <li>• are taking a Higher Apprenticeship in Business Administration.</li> </ul>
<p><b>How could I progress from this qualification?</b></p>	<p>The primary purpose of this qualification is to confirm that you are competent in a specific job role such as:</p> <ul style="list-style-type: none"> <li>• Office Manager</li> <li>• Business Development Executive</li> <li>• Business Change Leader</li> <li>• Personal Assistant</li> <li>• Administrative Team Leader</li> <li>• Operations Manager.</li> </ul> <p>You may want to take the OCR Level 4 NVQ Diploma in Business Administration as a stand-alone qualification if you are seeking progression or self-development in the business administrative sector.</p>

	<p>Achievement of your chosen units allows you to evidence the knowledge, skills and competence that are truly pertinent to your role and, where relevant, the organisation in which you work. The choice of units included in the qualification enables you to contextualise the qualification to the requirements of your own, specific business administrative job role.</p> <p>Alternatively, this qualification supports progression to further learning. You could progress to other qualifications suitable to your level of experience and autonomy, such as the:</p> <ul style="list-style-type: none"> <li>• <a href="#">OCR Level 5 Diploma NVQ Diploma in Management and Leadership (QCF) - Competence Qualification</a></li> <li>• <a href="#">OCR Level 5 Diploma in Management and Leadership (QCF) - Knowledge Qualification.</a></li> </ul> <p>This qualification also forms the competence element of the Higher Apprenticeship in Business and Professional Administration at Level 4 (full <a href="#">framework requirements</a> can be found on the CfA website).</p>
<b>Support</b>	<p>A number of large employers from across the Business Administrative sector were involved in consultations with Skills CfA when developing this qualification. In addition, the following employers directly support OCR's qualification, recognising it as valuable for their employees:</p> <p>Birmingham City University          Jaguar Land Rover          Carlisle City Council          Spaghetti Agency Limited          McCann          Northumbria Healthcare Foundation Trust</p>
<b>Further information</b>	<p>To find out more about the OCR Level 4 Diploma in Business Administration please refer to the Centre Handbook available on the OCR website: <a href="http://www.ocr.org.uk/Images/177609-centre-handbook.pdf">http://www.ocr.org.uk/Images/177609-centre-handbook.pdf</a></p> <p>If you have any other queries please contact:  <a href="mailto:vocational.qualifications@ocr.org.uk">vocational.qualifications@ocr.org.uk</a></p>
<b>About us</b>	<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>