

Qualification title:	OCR Level 4 Diploma in Business and Administration		
Qualification number:	600/8145/4	Credit value:	40
An overview of this qualification	<ul style="list-style-type: none"> • The OCR Level 4 Diploma in Business Administration allows you to evidence the key knowledge and understanding that employers would expect of someone operating in the Business Administration sector at a senior level. It is appropriate for you if you have significant experience of working with a high degree of autonomy in a business environment and you are responsible for a team or systems change. • It is a knowledge-based qualification that supports you in confirming your ability to critically analyse and evaluate a range of business and administrative systems and processes. You will produce evidence that meets all of the assessment criteria and evidence requirements within the qualification's units. • You will complete eight mandatory units as follows: <ul style="list-style-type: none"> ○ Supporting business activities ○ Managing sustainability and risk ○ Communicating in business ○ Culture and ethics in a business environment ○ Business administration systems ○ Managing people and performance in a business environment ○ Personal effectiveness in a business environment ○ Managing business facilities • Each unit within the qualification has a credit size allocated. You must achieve 40 credits in total from the mandatory units. • Minimum amount of vocational learning = 40 credits • Maximum amount of vocational learning = 40 credits 		
Entry requirements	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 considerable experience of office-based skills and functions.		
Age restrictions	This qualification is for learners aged 18 years and over.		
Is this qualification right for me?	This Level 4 diploma size qualification assesses your knowledge and understanding of complex business functions and activities. It is appropriate if you are already employed in a senior role where you work with a high degree of autonomy. It will develop an extensive breadth of business and administration knowledge and accredits your ability to critically analyse and evaluate a range of systems and processes. You may already be in employment and want to increase your skills and knowledge without the additional requirements of the Apprenticeship Framework and therefore may choose to complete the qualification outside of an Apprenticeship Framework.		

	<p>The primary purpose of this qualification is to confirm that you are competent in a specific job role. It will enable you to confirm your ability to critically analyse and evaluate a range of business and administrative systems and processes. It targets the key knowledge and understanding that employers would expect of someone operating in the Business Administration sector at a senior level.</p> <p>The OCR Level 4 Diploma in Business Administration sits within a suite of Business Administration qualifications. These are knowledge qualifications that allow for natural progression from Level 2 to Level 4. The qualifications also come in different sizes:</p> <ul style="list-style-type: none"> • At levels 2 and 3 the certificates allow you to evidence a range of knowledge and understanding relevant to a business administration role • At Level 4 the diploma allows you to evidence a breadth of knowledge and understanding relevant to a business administration role <p>This specific size, type and level of qualification might be right for you if you:</p> <ul style="list-style-type: none"> • would like a longer course of 192 guided learning hours (GLH) • have previously studied qualifications at Level 3 • would like to confirm your knowledge and understanding for a specific Business Administration role • are studying for career development and are already in employment • 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.
<p>How could I progress from this qualification?</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"> • Office Manager • Business Development Executive • Business Change Leader • Personal Assistant • Administrative Team Manager • Operations Manager. <p>You may want to take the OCR Level 4 Diploma in Business and Administration if you are seeking progression or self-development in the business administrative sector.</p> <p>Achievement of the qualification allows you to evidence your ability to critically analyse and evaluate a range of business and administration systems such as managing facilities, risk and sustainability, communication systems within an organisation and people and performance management.</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"> • OCR Level 4 NVQ Diploma in Business Administration (QCF) – Competence Qualification • OCR Level 5 NVQ Diploma in Management and Leadership (QCF) - Competence Qualification • OCR Level 5 Diploma in Management and Leadership (QCF) - Knowledge Qualification
Support	<p>The following employers directly support this qualification, recognising it as valuable for their employees:</p> <p>Colop Northumbria Healthcare Foundation Trust Flick Learning McCann CIE</p>
Further information	<p>To find out more about the OCR Level 4 Diploma in Business and Administration please refer to the Centre Handbook available on the OCR website: http://www.ocr.org.uk/Images/130050-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>