

Business Administration

04438 Level 2 Certificate in Principles of Business and Administration

04439 Level 3 Certificate in Principles of Business and Administration

Key features

- *Learners can gain sector-relevant knowledge that is high in demand*
- *Training can be delivered in 'bite-sized chunks' to suit individual needs*
- *The qualifications are accredited onto the Qualifications and Credit Framework*
- *All units have a level and a credit value assigned and can be achieved independently*
- *There is an opportunity for both full award and unit certification*
- *The qualifications are assessed via on-line multiple-choice tests making assessment current and accessible*
- *The Certificate qualifications are accredited as Technical Certificates, addressing this aspect of the Modern Apprenticeships in Administration*

Introduction

The Business and Administration qualifications are vocationally-related, credit-based qualifications, designed to expand general knowledge and understanding of the Business and Administration sector. Whether candidates are already employed within the Administration field, or are looking at and Administration as a future career path, the qualifications will provide essential knowledge and understanding in all generic areas.

The accessible nature of the units means that training can be delivered in bite-sized chunks, providing a flexible approach to learning. Tests will be available three times throughout the year meaning that candidates can access them as they complete individual sections of learning, if they wish to.

The Certificate qualifications have the added advantage of addressing the Technical Certificate aspect of the Modern Apprenticeships in Administration programmes, meaning that they are also ideal for the Apprenticeship audience.

The units have been designed to accredit the mandatory knowledge and understanding of Apprentices embarking upon Apprenticeship and Advanced Apprenticeship programmes in Administration.

The units go hand-in-hand with the NVQ, but whereas the NVQ draws upon the application of the more practical dimensions, the certificate units provide the breadth of underpinning knowledge required to work in the environment successfully.

Target audience

Level 2

The Level 2 qualification provides candidates with the essential underpinning knowledge and understanding that would be needed by a competent employee functioning in an administration job role.

This qualification is ideal for those with limited experience of the administration roles, as they are designed to develop a broad understanding of all key aspects of administrative roles. As such, the qualifications will help to prepare any candidate for a job role with a definite administrative focus.

Level 3

The level 3 qualification provides candidates with the essential underpinning knowledge and understanding that would be needed by a competent employee functioning in administrative and supervisory job roles.

This qualification is ideal for those already working in an administrative role and wanting to develop their knowledge in order to enhance career prospects. Alternatively, they are aimed at any candidate wanting to develop a broad,

in-depth understanding of business and administrative knowledge, with a view to preparing for high level employment in the administration field.

Qualification content

The qualifications comprise units developed by the Council for Administration (CfA) sector skills council meaning that learners will gain sector-relevant knowledge that is high in demand.

Each individual unit has been assigned a level and credit value, making it worthwhile learning in its own right.

However, if candidates choose to achieve a full Level 2 or 3 Award or Certificate in the Principles of Business and Administration, they can accumulate credit as detailed below:

Principles of Business and Administration Level 2

Entry code	Qualification title	Credit value
04438	OCR Level 2 Certificate in Principles of Business and Administration	13 credits

Made up of: Mandatory Units 1, 2 & 3 plus optional units as follows:

To achieve a Level 2 Certificate in Principles of Business & Administration, you must complete a minimum of 13 credits:

- 11 credits must be completed from mandatory units; and,
- A minimum of 2 credits from optional units.

The following barred combination applies to this qualification:

Candidates can take either unit 4 (L/601/7641) or unit 9 (J/601/7654) but not both.

Unit	Mandatory Units	Credits	QAN code
201	Principles of personal responsibilities and working in a business environment	4 credits	L/601/7638
202	Principles of providing administrative services	4 credits	R/601/7639
203	Principles of managing information and producing documents	3 credits	J/601/7640

Unit	Optional Units	Credits	QAN code
204	Principles of supporting change in a business environment	1 credit	L/601/7641
205	Principles of supporting business events	1 credit	R/601/7642
206	Principles of maintaining stationery stock	1 credit	Y/601/7643
305	Principles of project management	2 credits	A/601/7652
306	Principles of budgets in a business environment	2 credits	F/601/7653
307	Principles of contributing to innovation and change	2 credits	J/6017654

Principles of Business and Administration Level 3

Entry code	Qualification title	Credit value
04439	OCR Level 3 Certificate in Principles of Business and Administration	17 credits

Made up of: Mandatory Units 1,2,3 & 4 plus optional units as follows:

To achieve a Level 2 Certificate in Principles of Business & Administration, you must complete a minimum of 17 credits:

- 15 credits must be completed from mandatory units; and,
- A minimum of 2 credits from optional units.

The following barred combination applies to this qualification:

Candidates can take either unit 5 (L/601/7641) or unit 9 (J/601/7654) but not both.

Unit	Mandatory Units	Credits	QAN code
301	Principles of personal responsibilities and how to develop and evaluate own performance at work	4 credits	D/601/7644
302	Principles of working with and supervising others in a business environment	3 credits	H/601/7645
303	Principles of managing information and producing documents in a business environment	4 credits	M/601/7647
304	Principles of providing and maintaining administrative services	4 credits	M/601/7650

Unit	Optional Units	Credits	QAN code
204	Principles of supporting change in a business environment	1 credit	L/601/7641
206	Principles of maintaining stationery stock	1 credit	Y/601/7643
305	Principles of project management	2 credits	A/601/7652
306	Principles of budgets in a business environment	2 credits	F/601/7653
307	Principles of contributing to innovation and change	2 credits	J/601/7654

Assessment

The qualifications are assessed via on-line multiple-choice tests through OCR's e-testing facility. Tests will be available three times a year, with a view to them becoming on-demand in the future.

The testing system is flexible, allowing for different learning styles. Candidates can either access the tests at the end of their learning, or take an individual test after completing a relevant unit.

Certification

Candidates can gain either unit or full certificates.

The full certificate will detail the qualification title and the QCDA accreditation information.

The unit certificate will also detail the credit value of the unit achieved.

Progression opportunities

Candidates have the opportunity to progress within the suite of qualifications.

Candidates can use this qualification as part of Apprenticeship and Advanced Apprenticeship programmes in Administration, take the related NVQ qualification, or consider other related qualifications in areas such as Customer Service.

What to do next?

To seek approval to offer this qualification, please apply on-line following the step-by-step guide to applying for approval for vocational qualifications indicated on our 'Centre Approval' webpage.

You might be interested to know that OCR staff are available to help with any aspect of setting up a vocational assessment centre. Through an advisory telephone call or a centre visit, we can assist, not only with the completion of the form, but also provide advice on the following areas:

- identifying potential learners and marketing opportunities
- meeting OCR requirements
- identifying resourcing levels, both in terms of staff and equipment
- the documents you might need for the benefit of the learners and a smooth running centre operation

For further information, please get in touch with our **Customer Contact Centre** by phone: **(024 7685 1509)**; email: **vocational.qualifications@ocr.org.uk**; or in writing: OCR Customer Contact centre, OCR, Coventry Office, Westwood Way, Coventry, CV4 8JQ.

A summary of how the approval process works is provided in our **Admin Guide for Vocational Qualifications** (publication ref. code: A850). Our **Fees Booklet** (publications ref. code: A250) lists the charges for centre evaluation, learner entries and certification. Both publications are available to download from our website **www.ocr.org.uk**

www.ocr.org.uk

OCR customer contact centre

Vocational qualifications

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General qualifications

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