

# OCR Level 4 Diploma in Business and Administration

600/8145/4

OCR Unit No.	Unit Title	Unit Ref No.	Credit value	Level	GLH
1	Supporting business activities	A/503/6143	5	4	24
2	Managing sustainability and risk	F/503/6144	5	4	24
3	Communicating in business	J/503/6145	5	4	24
4	Culture and ethics in a business environment	K/503/6140	5	4	24
5	Business administration systems	L/503/6146	5	4	24
6	Managing people and performance in a business environment	M/503/6141	5	4	24
7	Personal effectiveness in a business environment	T/503/6139	5	4	24
8	Managing business facilities	T/503/6142	5	4	24

## Introduction

The **OCR Level 4 Diploma in Business and Administration** aims to develop learners' knowledge and understanding of complex business functions and activities. It accredits learners' abilities to critically analyse and evaluate a range of business and administrative systems and processes, such as:

- managing facilities
- risk and sustainability
- communication systems within an organisation
- people and performance management.

Specifically this qualification is suitable for those who:

- have significant experience of working in a business environment
- work with a high level of autonomy
- work in a role where they are responsible for systems change

The qualification is accredited by Ofqual at Level 4 of the Qualifications and Credit Framework. It has been developed to recognise the knowledge and understanding of business and administration whether in employment, education or training.

The qualification contains 8 mandatory units. In order to achieve the Level 4 Diploma in Business and Administration, candidates must achieve all units.

datasheet

## Form of Assessment

Each unit within this qualification is designed around the principle that candidates will produce evidence that meets all of the assessment criteria and evidence requirements for that unit.

To help centres with assessment, OCR has produced a teaching content column within each unit, along with evidence requirements guidance and Evidence Checklists.

Further information regarding assessment can be found in the Level 4 Diploma in Business and Administration Centre Handbook.

All units for this qualification are centre-assessed and OCR-moderated. Centres will need to ensure that candidates' evidence meets all of the assessment criteria within the units.

## Certification

Candidates can gain either unit or full certificates.

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

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

## What other related OCR qualifications are available?

OCR offers a range of Business and Administration qualifications such as:

Level 1 NVQ Award and Certificate in Business and Administration

Level 2 NVQ Award and Certificate in Business and Administration

Level 3 NVQ Certificate and Diploma in Business and Administration

Level 4 NVQ Certificate and Diploma in Business and Administration

OCR Level 2 Certificate in Principles of Business and Administration

OCR Level 3 Certificate in Principles of Business and Administration

Further details and Datasheets are available from the qualification pages of the OCR website: [www.ocr.org.uk](http://www.ocr.org.uk)

## Qualification support

Please visit the qualification web page to access support for the delivery of this qualification.

If in doubt over any aspect of the assessment or administration processes, please contact OCR's Customer Contact Centre, where staff will endeavour to answer your queries or redirect your call as necessary.

[vocational.qualifications@ocr.org.uk](mailto:vocational.qualifications@ocr.org.uk)

## Fees

The OCR Fees List (A250), which includes all fees relevant to this qualification is available from the OCR website.

## What to do next?

To seek approval to offer the qualification(s), 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 is 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 candidates 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 candidates 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](mailto:vocational.qualifications@ocr.org.uk); or in writing: **OCR Customer Contact Centre, OCR, 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 List* contains the charges for centre evaluation, candidate entries and certification. Both documents are available to download from our website [www.ocr.org.uk](http://www.ocr.org.uk)

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[www.ocr.org.uk](http://www.ocr.org.uk)

OCR customer contact centre

**Vocational qualifications**

Telephone 024 76 851509

Facsimile 024 76 851633

Email [vocational.qualifications@ocr.org.uk](mailto:vocational.qualifications@ocr.org.uk)

**General qualifications**

Telephone 01223 553998

Facsimile 01223 552627

Email [general.qualifications@ocr.org.uk](mailto:general.qualifications@ocr.org.uk)

*For staff training purposes and as part of our quality assurance programme your call may be recorded or monitored.*

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