

Qualification title:	OCR Level 3 Diploma in Business Administration		
Qualification number:	601/3676/5	Credit value:	58
An overview of this qualification	<ul style="list-style-type: none"> • The OCR Level 3 Diploma in Business Administration allows you to evidence the key knowledge, competence and skills that employers would expect of someone operating in the Business Administration sector. It is appropriate if you are employed in a business administration role with a high degree of autonomy or if you are seeking progression or self-development in the business administration sector and you want to gain the knowledge, skills and competence for this. • This qualification contains both knowledge units and competence units in a single qualification, supporting you to evidence knowledge of, and competence in, a business administration role. You will develop a portfolio of evidence that meets the criteria in your chosen units. The units encompass a broad range of competencies from the sector allowing you to contextualise the qualification to your own role. • You will complete: <ul style="list-style-type: none"> ○ five mandatory units, three of which are knowledge units and two competence units. These cover: principles of business communication and information, principles of administration, principles of business, communication in a business environment and managing personal and professional development. ○ optional units that allow for contextualisation to the requirements of your individual job role. These include: contributing to the improvement of business performance, negotiating in a business environment, creating bespoke business documents and contributing to the development and implementation of an information system. • Each unit within the qualification has a credit size allocated. You must achieve 58 credits in total consisting of 27 credits from the mandatory units and 31 from the optional units. • Minimum amount of vocational learning = 58 credits • Maximum amount of vocational learning = 58 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 and be working with autonomy.		
Age restrictions	This qualification is for learners aged 16 years and over.		
Is this qualification right for me?	This Level 3 diploma size qualification assesses your understanding of business, administration and business communication systems. It is appropriate if you work in a business administration role with a high		

	<p>degree of autonomy. You may produce business documents, deliver presentations or contribute to developments within your organisation. 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 the Apprenticeship framework.</p> <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 business administration job role. It targets the key knowledge, competence and skills that employers would expect of someone operating in the Business Administration sector at this level.</p> <p>The OCR Level 3 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 the Level 4 NVQ qualification containing only competence units.</p> <p>The qualifications also come in different sizes:</p> <ul style="list-style-type: none"> • Certificates allow you to evidence a range of skills, knowledge and competence relevant to your role • Diplomas allow you to evidence a breadth of skills, knowledge and competence relevant to your 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 282 guided learning hours (GLH) • would like a course that can be tailored to your specific requirements • would like to confirm that you are competent in a specific Business Administration role • have previously studied a Level 2 qualification • are employed and would like to confirm competence in your specific job role • wish to gain a Level 3 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 Supervisor • Administration Officer • Business Performance Officer • Events Organisation Assistant • Personal Assistant

	<ul style="list-style-type: none"> • Communications Officer. <p>You may want to take the OCR Level 3 Diploma in Business Administration if you are seeking progression or self-development in the business administration sector and you want to gain the knowledge, skills and competence for such a role.</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"> • OCR Level 4 NVQ Diploma in Business Administration (QCF) – Competence Qualification • OCR Level 4 Diploma in Business and Administration (QCF) - Knowledge Qualification • OCR Level 3 Diploma in Management (QCF) - Combined knowledge and competence qualification.
Support	<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 Whitefrairs Lincolnshire County Council BaxterStorey Flick Learning</p>
Further information	<p>To find out more about the OCR Level 3 Diploma in Business Administration please refer to the Centre Handbook available on the OCR website: http://www.ocr.org.uk/Images/177608-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>