

LEVEL 3 DIPLOMA IN BUSINESS AND ADMINISTRATION

City & Guilds qualification number 5528-03
Qualification accreditation number 601/3608/X

Who is it for?

Level 3 is ideal if you have some knowledge and experience of administration systems. You want to develop your skills to implement and monitor administrative procedures and systems, perhaps to move into a management role.

What is the structure?

You must achieve a minimum of 58 credits overall, of which 27 credits must be from five mandatory units and the balance from a choice of optional units. The mandatory units are:

- Communicate in a business environment
- Principles of business communication and information
- Principles of administration
- Principles of business
- Manage personal and professional development



Where will it take me?

You can take additional optional units as professional development but a qualification in Business and Administration can help you succeed in a support role in any size or type of organisation. These roles include:

- Secretary
- Receptionist
- Administrator
- Personal assistant
- Office supervisor/team leader
- Manager

How is it delivered?

You will be assigned a personal assessor – an experienced practitioner who is there to help and guide you. You will build up evidence to of what you know, and what you can do: this will be stored in a web based e-portfolio, which you and your assessor can access at any time.

You will develop your knowledge through studying a mixture of printed and online resources and attending webinars: your assessor will test your knowledge by setting you a variety of tasks. Your assessor will also visit you at work to carry out and record observations of your practice.

How long does it take?

There is no fixed time – it depends on how committed you are and how easily we can carry out observations. 12 to 15 months is typical but, if you are doing this qualification as part of an apprenticeship, please note that there is a minimum duration of one year.

What funding is available?

If you are employed for at least 16 hours per week and are able to achieve GCSE grade C in maths, English and ICT, we should be able to deliver your qualification free, normally through an apprenticeship.

If not, we should be able to deliver your diploma free, normally through an apprenticeship. If not, we can still deliver the qualification free if you are receiving state benefits or if you do not already have any qualification at Level 3 or above (which includes 2 A levels).

In other circumstances we will have to charge but we can generally access part funding. If you are 24 or over you may be eligible for a government loan which will cover the full amount and requires no repayment until your annual income reaches £21,000. You will find full details of the loans system and application process on our website.