

# Open College Network West Midlands Region

## Qualification purpose statement

<b>Name of qualification</b>	Open College Network West Midlands Level 3 Diploma in Business Administration
<b>Qualification number</b>	601/8422/X
<b>Credits</b>	58
<b>Aim of this qualification</b>	<p>The Open College Network West Midlands Level 3 Diploma in Business Administration is a regulated qualification that will enable you to learn, develop and practice the skills required for employment or career progression in business administration. It will enable you to develop skills and knowledge for use in:</p> <ul style="list-style-type: none"> <li>• Education</li> <li>• Training</li> <li>• Employment</li> <li>• running a business, and</li> <li>• in your personal life.</li> </ul> <p>This qualification has been designed to enable learners to:</p> <ul style="list-style-type: none"> <li>• ensure health and safety requirements are met;</li> <li>• organise meetings, events and travel;</li> <li>• administer finance, recruitment and human resources;</li> <li>• manage individual's and/or team performances.</li> </ul>
<b>Who this qualification is for</b>	This qualification is designed for you if you are already working within a business environment and are looking to upskill as part of CPD. It is also for you if you are looking to undertake the Advanced Apprenticeship in Business Administration(England).
<b>Age restrictions</b>	This qualification is suitable for learners aged 16 and over.
<b>Entry requirements</b>	There are no specific entry requirements.
<b>What you will learn and achieve by doing this</b>	To be awarded the Level 3 Diploma in Business Administration a learner will study both knowledge and competence units. Learners must complete a minimum of 58

<p><b>qualification</b></p>	<p>credits. 27 credits must be achieved from Group M and a minimum of 13 credits must be achieved from Group A. A maximum of 10 credits can only be achieved from Group B and a maximum of 8 credits can only be achieved from Group C. A minimum of 40 credits must be at Level 3 or above.</p> <p>Here is a list of some of the units available:</p> <ul style="list-style-type: none"> <li>• Communicate in a business environment</li> <li>• Principles of administration</li> <li>• Principles of business</li> <li>• Principles of business communication and information</li> <li>• Administer finance</li> <li>• Analyse and present business data</li> <li>• Contribute to the improvement of business performance</li> <li>• Create bespoke business documents</li> <li>• Employee rights and responsibilities</li> <li>• Manage an office facility</li> <li>• Negotiate in a business environment</li> <li>• Produce business documents</li> </ul> <p>The qualification allows for flexibility and choice through the use of optional units. This means that although most of the units you take would need to be at Level 3, you could choose some Level 2 units or Level 4 units.</p>
<p><b>Is this the right qualification for you?</b></p>	<p>You should only work towards the Open College Network West Midlands Level 3 Diploma in Business Administration if you are able to complete all of the assessment criteria required to complete this qualification.</p>
<p><b>What this qualification could lead to</b></p>	<p>Achievement of the Open College Network West Midlands Level 3 Diploma in Business Administration will confirm your competence at an advanced level.</p> <p>If you are already employed, the qualification will help you to develop new skills to meet the demands of a changing workplace to enhance your CPD.</p> <p>You could also go on to Higher Education or other Open College Network West Midlands' qualifications.</p>
<p><b>Ways to achieve this qualification</b></p>	<p>For learners who are not eligible for public funding you may be able to take out a learner loan in order to cover the costs of the Open College Network West Midlands Level 3 Diploma in Business Administration (This is subject to approval from the Skills Funding Agency).</p>

	Further information is available from colleges and training providers who deliver this qualification. Details of these centres can be obtained from our Business Support Team on 01902 624230.
<b>Apprenticeships</b>	This qualification makes up the combined knowledge and competency criteria for the Advanced Level Apprenticeship in Business Administration (England).
<b>Support</b>	Support for this qualification is offered by the sector skills council for business administration SkillsCfA.
<b>Further information</b>	More information about this qualification is available on our website <a href="#">here</a>