

Business and Management

Business: Administration (Business Professional) Level 4 Diploma Work-based

In Brief

Start Date / Duration

NVQs are offered throughout the year and start dates are based on Assessor caseload space. The course takes 12-18 months to complete depending on existing experience in the area.

Entry Requirements

- Students on the programme will be at least 19 years of age.
- Students should possess a reasonable standard of English/ Literacy in order to complete the programme. Students may be assessed to ensure this course is suited to your needs
- No prior knowledge, understanding, skills or qualifications are required before learners register for this qualification, however it is likely that they will already be working within the business administration sector, or they may already be employed in a cross-sector role or function that involves responsibility for defined business-related activities with an area of responsibility.

You will achieve

Level 4 Diploma
Administration (Business
Professional)

Course Overview

This qualification recognises your understanding of complex administrative functions and activities. It accredits the ability to carry out a range of administrative tasks demanding a high level of personal autonomy in a senior or supervisory role.

This Level 4 qualification is ideal if you deliver administrative support services and contribute to the administrative function at a strategic level. You may lead or manage a team, or team or want to progress into a more senior role. The course is flexible, so you can choose individual units that best fit your needs and level of achievement.

Course Content

You will produce a portfolio of evidence to demonstrate your competence in working at a senior level in an administrative role and complete assignments based on higher level scenarios. The portfolio will be presented as an electronic file using our e-portfolio system. Students will also be provided with a Sage software student licence.

The course is made up of mandatory units, as follows:

- Working in a senior administrative role
- Analysis of financial information
- Chairing business meetings
- Presenting complex business information
- Training and development of staff

There will also be an opportunity to choose from a range of optional units, which include:

- Supporting recruitment and selection procedures
- Verbal communication in business
- Supporting business meetings
- Organising a business event
- Reviewing and developing office procedures
- Carrying out research and preparing a report
- Legislation affecting organisations
- Working in an administration team

How will I be assessed?

The course is assessed either through the production of reports with supporting work-based evidence, observation of your work in the organisation, questioning of your knowledge and testimony from representatives of your employer/workplace. Alternatively, you may be given a series of scenario-based assignments set by the awarding body.

What Equipment Will I Need?

You will be required to provide paper, writing materials, an A4 ring binder, dividers and plastic wallets (unless the e-portfolio option is chosen).

Where will I study?

There is no college attendance required; support is offered via telephone and email and through regular on site (if appropriate) / Teams appointments and via our electronic portfolio system.

What can I do next?

On successful completion of the programme, you may consider employment in a senior

administrative role, or progress onto further higher-level study, or a Higher or Degree Apprenticeship at level 5.

How much does the course cost?

£1095 – advanced learner load in available for funding

Extra information

Advanced Learner Loans

This course may be eligible for an Advanced Learner Loan. Contact our friendly Information Team on +44 (0)1226 216 123 or email info@barnsley.ac.uk [mailto:info@barnsley.ac.uk] . about eligibility and how to apply. You can also visit the Advanced Learner Loan [<https://www.barnsley.ac.uk/courses/paying-for-your-course/advanced-learner-loans/>] page.

Full Fee Payable

If the course is listed as full fee payable, you will have to pay for the course.

Contact the Information Unit

For further information please contact our friendly Information Team on +44 (0)1226 216 123 or email info@barnsley.ac.uk [mailto:info@barnsley.ac.uk]

Disclaimer

Please note we reserve the right to change details without notice. We apologise for any inconvenience this may cause.

Last updated: 29th April 2021

Want to apply?

Visit <https://www.barnsley.ac.uk/apply> to get started

Call us on **01226 216 123**