

QUALIFICATION	ENTRY REQUIREMENTS
Diploma in Administration / Business Professional	5 GCSE passes at A*- C, or their equivalent

### WHY SHOULD I CHOOSE THIS SUBJECT

The OCR Level 3 qualifications in Administration (Business Professional) is a two-year course suitable for those who wish to develop their knowledge, skills and understanding of complex administrative functions and activities, enabling them to carry out a range of non-routine administrative tasks in a senior job role.

This course will enable the candidate to work effectively in a wide variety of business environments, both independently and within a team. These qualifications will provide preparation and support entry for employment into the business and administration workplace.

### WHAT WILL I STUDY?

Mandatory Units:

- Producing complex business documents
- Understanding functions and roles within business organisations

Student will also undertake two weeks of work experience as part of their studies.

5—10 options units, which may include:

- Organise a business event
- Supporting recruitment and selection procedures
- Working in an administrative team
- Training and development
- Organise business travel and accommodation

### WHAT COULD THIS QUALIFICATION LEAD TO?

The OCR Level 3 Award, Certificate or Diploma in Administration (Business Professional) provides opportunities for progression to further learning within the suite, to other related qualifications or to employment.

- Entry into employment in administrative roles, such as Project Team Administrator Client Services Administrator or Customer Service Team Leader
- On to an apprenticeship in Business & Administration
- A further education course in business or management

## FURTHER INFORMATION

The OCR Level 3 Award, Certificate and Diploma in Administration (Business Professional) are suitable for those who wish to develop their knowledge, understanding and skills of complex administrative functions and activities which will enable them to carry out a range of non-routine administrative tasks in a senior job role.

What skills and knowledge will be covered?

Learners will cover between seven and 12 topics, or units. All learners will learn how to produce complex business documents and develop an understanding of functions and roles in business organisations. They can then choose other topics that best fit their needs and interests. Their selection will make sure that essential areas of knowledge and skills from the administrative sector are covered.

Assessment

All the Administration (Business Professional) units in this qualification are internally assessed by centre assessors and externally moderated by OCR.

Performance for these units are graded as follows:

- Distinction
- Pass
- Or Fail

