

Diploma Business Administrator



Course Overview

This course is ideal for those who are working in an office environment or already working in the sector. This qualification can equip candidates with the skills to enable them to further their career in the roles of team leader, assistant office manager or supervisory role in the business and administration sector. The programme will be tailored to suit your job role and working methods and will highlight areas for development.

You will work with an assessor who will guide you through your programme of learning to produce a portfolio of evidence using e-portfolio, within your workplace.

What You Will Study

To achieve the transferable knowledge, skills and behaviours required for a business administrator, you will work towards completion of the City & Guilds Level 3 Diploma for the Business Administrator qualification. The qualification covers a range of topics through seven mandatory units and one optional unit:

Mandatory units:

- Principles of business administration
- Personal and professional development
- Managing performance
- Your organisation
- Communication in a business environment
- Project management
- ICT for business

Optional units:

- Providing services in an administrative environment
- Legal administration
- Medical administration
- Social media for business
- Marketing and sales
- Human resources environment
- Providing administration in the educational environment

Attendance Expectations

You will attend scheduled meetings with your assessor to maintain progress.

START DATE

Flexible

LEVEL

Level 3

STUDY MODE

Part-time

DURATION

18 months

AWARDING BODY

City & Guilds

LOCATION

Workplace Based



For further information about this course, including Entry Requirements, Assessments and Further Study, scan the QR code.

Need More Information?

For additional course information please contact the Course Information Team on **01924 789111** or email courseinfo@heartofyorkshire.ac.uk.

To learn more about the Heart of Yorkshire Education Group, our facilities and how we can support you please visit our website

www.heartofyorkshire.ac.uk

Quick Links



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How You Will Be Assessed

Assessments will take place both in the workplace and at College, using an online e-portfolio. You will complete assignments, gather product evidence for your portfolio, be observed by your assessor in the workplace, and complete online multiple choice tests under exam conditions. You will also manage an improvement project relevant to your role.

Entry Requirements

You must be employed in an administration role to be able to demonstrate the required standard of competence.

Fee Information

£3,600

Further Study

Completion of this diploma may allow students to progress to a related Business Administration/Management programme at Level 4, including Foundation Degrees.

