

Purpose Statement

601/4758/1 ProQual Level 4 NVQ Diploma in Business Administration

Overview

This qualification is aimed at candidates who are developing, implementing and monitoring administrative services within their organisation. It will support candidates' progression in the workplace, particularly at management level, through the development of high level administrative skills.

It is suitable for those who have knowledge and experience of administration systems and want to develop their business and supervisory skills.

Learning Outcomes

To achieve the qualification the following mandatory units will be covered:

- Resolve administrative problems
- Manage the work of an administrative function
- Communicate in a business environment
- Manage personal and professional development

These will be enhanced by optional units tailored to your specific need and in a combination fulfilling the requirements of the qualification structure. These units may include:

- Contribute to the design and development of an information system
- Manage information systems
- Prepare specifications for contracts
- Manage events
- Negotiate in a business environment
- Manage knowledge in an organisation
- Develop and maintain professional networks
- Prepare for and support quality audits
- Encourage learning and development

You will work with an assessor to complete a portfolio of evidence that confirms you have met the requirements of the qualification.

There are no entry requirements or specific skills needed to undertake this qualification.

Further information

If you would like any further information please contact ProQual:

Telephone: 01430 423822
Email: enquiries@proqualab.com
Web: www.proqualab.com