



# Purpose statement

**NCFE Level 3 Diploma in Business Administration**  
**QN: 601/3965/1**

## **Purpose Statement**

### **NCFE Level 3 Diploma in Business Administration (601/3965/1)**

## **Overview**

### **What does this qualification cover?**

This QCF qualification develops and accredits a wide range of knowledge and skills needed to work in a business administration role. It covers a range of business and administrative skills such as negotiating in a business environment, managing an office facility and monitoring information systems.

It consists of 5 mandatory units, 33 optional units, 27 other optional units and 8 optional knowledge units.

Mandatory units:

- Principles of business (D/506/1942)
- Principles of business communication and information (R/506/1940)
- Communicate in a business environment (Y/506/1910)
- Principles of administration (Y/506/1941)
- Manage personal and professional development (T/506/2952)

### **Who is this qualification designed for?**

This qualification is designed for those who are already working in a business administration or business support role. The qualification accredits your existing skills and knowledge while providing opportunities to develop these further. The qualification allows employers to see that you are capable of working to a recognised level and may help you to progress within your industry.

There are no specific prior requirements to taking this qualification; however, you may find it useful if you already hold a Level 2 qualification, particularly in a business administration-related discipline.

This qualification is for people aged 16 and over. It's suitable for working across a wide variety of sectors including NHS trusts, educational institutions, government departments, charities and the private sector.

This qualification is on the Qualifications and Credit Framework (QCF). This means that it is nationally-recognised and is regulated by Ofqual, the qualifications regulator for England and Wales.

### **What could this qualification lead to?**

The qualification will accredit and develop your skills and knowledge in business administration. It will help you to secure long-term employment and to progress to the following job roles:

- Finance Officer
- Secretary
- Executive Assistant
- Personal Assistant.

**Will the qualification support progression to further learning, if so, what to?**

The qualification is designed for entry and progression within employment; however, it also offers progression onto the NCFE Level 4 NVQ Diploma in Business Administration.

**If there are larger and/or smaller versions of this qualification at the same level, why should a learner take this particular one?**

This qualification is not available in a larger or smaller version at this level.

**Who supports the qualification?**

The qualification is supported by the following employers:

- Sodexo
- TT2
- Carillion
- Home Group
- Formica.

For further information please contact NCFE on 0191 239 8000.