

Qualification title:	OCR Level 3 NVQ Diploma in Business and Administration		
Qualification number:	500/9625/4	Credit value:	40
An overview of this qualification	<ul style="list-style-type: none"> • The OCR Level 3 NVQ Diploma in Business and Administration allows you to evidence the key skills, knowledge and competence that employers would expect of someone operating in a business administrative role with a high degree of autonomy. • It is a competence qualification that supports you in confirming that you are competent in a specific business administration job role. You will develop a portfolio of evidence that meets the assessment criteria in your chosen units. The units encompass a broad range of competencies from the business administration sector allowing you to contextualise the qualification to your own job role. • You will complete: <ul style="list-style-type: none"> ○ four mandatory units covering: managing own performance in a business environment, evaluating own performance in a business environment, working in a business environment and communicating in a business environment. ○ optional units that allow for contextualisation to the requirements of your individual job role. These include: solving business problems, contributing to decision-making in a business environment, supervising a team in a business environment, supporting the design and development of an information system and contributing to innovation in a business environment. • Each unit within the qualification has a credit size allocated. You must achieve 40 credits in total consisting of 13 credits from the mandatory units and 27 from the optional units. • Minimum amount of vocational learning = 40 credits • Maximum amount of vocational learning = 40 credits 		
Entry requirements	There are no formal entry requirements for the qualification and there is no need for you to have completed any lower level qualifications beforehand. However, it is anticipated that you will already have considerable experience of office-based skills and functions.		
Age restrictions	This qualification is for learners aged 16 years and over.		
Is this qualification right for me?	This Level 3 diploma size qualification is appropriate if you work in a business administration role that necessitates working with a high degree of autonomy. You will influence the development of administrative services and will help to maintain these. You may supervise others as part of your role.		

	<p>The primary purpose of this qualification is to confirm that you are competent in a specific job role. This qualification will enable you to undertake a learning programme to confirm that you are competent in a specific business administration job role. It targets the key skills, knowledge and competence that employers would expect of someone operating in the Business Administration sector at this level.</p> <p>The OCR Level 3 NVQ Diploma in Business and Administration sits within a suite of Business Administration NVQ qualifications. These are all competence qualifications that allow for natural progression from Level 1 to Level 4. The qualifications also come in different sizes:</p> <ul style="list-style-type: none"> • Awards offer a bite size introduction to the skills, knowledge and competence relevant to your role • Certificates allow you to evidence a range of skills, knowledge and competence relevant to your role • Diplomas allow you to evidence a breadth of skills, knowledge and competence relevant to your role <p>This specific size, type and level of qualification might be right for you if you:</p> <ul style="list-style-type: none"> • would like a longer course of 167 guided learning hours (GLH) • have previously studied qualifications at Level 2 • would like a course that can be tailored to your specific requirements • would like to confirm that you are competent in a specific Business Administration role • are studying for career development and are already in employment • wish to gain a Level 3 qualification to support further study in Further Education (FE) or Higher Education (HE) in any other sector or subject area
<p>How could I progress from this qualification?</p>	<p>The primary purpose of this qualification is to confirm that you are competent in a specific job role such as:</p> <ul style="list-style-type: none"> • Office Supervisor • Administration Officer • Business Performance Officer • Events Organisation Assistant • Personal Assistant • Communications Officer <p>You may want to take the OCR Level 3 NVQ Diploma in Business and Administration if you are seeking progression or self-development in the business administration sector.</p> <p>Achievement of your chosen units allows you to evidence the knowledge, skills and competence that are truly pertinent to your role and, where</p>

	<p>relevant, the organisation in which you work. The choice of units included in the qualification enables you to contextualise the qualification to the needs of your own, specific business administrative job role.</p> <p>Alternatively, this qualification supports progression to further learning. You could progress to other qualifications suitable to your level of experience and autonomy, such as the:</p> <ul style="list-style-type: none">• OCR Level 4 NVQ Diploma in Business Administration (QCF) – Competence Qualification• OCR Level 4 Diploma in Business and Administration (QCF) - Knowledge Qualification
Support	<p>This qualification was developed in conjunction with the Sector Body for Business and Administration.</p> <p>The following employers directly support this qualification, recognising it as valuable for their employees:</p> <p>Birmingham City University Jaguar Land Rover Carlisle City Council SkillForce Kings College Hospital</p>
Further information	<p>To find out more about the OCR Level 3 NVQ Diploma in Business and Administration please refer to the Centre Handbook available on the OCR website: http://www.ocr.org.uk/Images/72422-centre-handbook.pdf</p> <p>If you have any other queries please contact: vocational.qualifications@ocr.org.uk</p>
About us	<p>OCR is a leading UK awarding body. We provide qualifications which engage people of all ages and abilities at school, college, in work or through part-time learning programmes.</p> <p>Our general and vocational qualifications equip learners with the knowledge and skills they need for their future, helping them achieve their full potential.</p>