

<b>Qualification title:</b>	OCR Level 1 Certificate in Business Administration		
<b>Qualification number:</b>	601/3675/3	<b>Credit value:</b>	25
<b>An overview of this qualification</b>	<ul style="list-style-type: none"> <li>• The OCR Level 1 Certificate in Business Administration allows you to evidence the basic knowledge, competence and skills that employers would expect of someone operating in the Business Administration sector. It is appropriate for you if you want to learn the basic principles of working and communicating in a business environment, whilst also gaining the skills and competence needed for a career in this environment.</li> <li>• This qualification contains both knowledge units and competence units in a single qualification, supporting you to evidence knowledge of, and competence in, a 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 role.</li> <li>• You will complete: <ul style="list-style-type: none"> <li>○ six mandatory units, four of which are knowledge units and two competence units. These cover: principles of personal performance and development, principles of working in a business environment, principles of business communication, principles of business administration, working with others in a business environment and health and safety in a business environment.</li> <li>○ optional units that allow for contextualisation to the requirements of your individual job role. These include: managing time and workload, using a telephone and voicemail system, using office equipment, handling mail and producing business documents.</li> </ul> </li> <li>• Each unit within the qualification has a credit size allocated. You must achieve 25 credits in total consisting of 17 credits from the mandatory units and 8 from the optional units.</li> <li>• Minimum amount of vocational learning = 25 credits</li> <li>• Maximum amount of vocational learning = 25 credits</li> </ul>		
<b>Entry requirements</b>	There are no formal entry requirements for the qualification. However, it is anticipated that you will have the opportunity to demonstrate business administration skills in a work context.		
<b>Age restrictions</b>	This qualification is for learners aged 14 years and over.		
<b>Is this qualification right for me?</b>	This Level 1 certificate size qualification provides an opportunity to learn the basic principles of working and communicating in a business environment, whilst also gaining the skills and competence needed for a		

	<p>career in this environment.</p> <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 competence in a business administration job role. It targets the key knowledge, competence and skills that employers would expect of someone operating in the Business Administration sector at this level.</p> <p>The OCR Level 1 Certificate in Business Administration sits within a suite of Business Administration qualifications that allow for natural progression from Level 1 to Level 4. The qualifications at Levels 1-3 contain a number of specific knowledge only units along with competence units, with the Level 4 NVQ qualification containing only competence units.</p> <p>The qualifications also come in different sizes:</p> <ul style="list-style-type: none"> <li>• Certificates allow you to evidence a <b>range</b> of skills, knowledge and competence relevant to your role</li> <li>• Diplomas allow you to evidence a <b>breadth</b> of skills, knowledge and competence relevant to your role</li> </ul> <p>This specific size, type and level of qualification might be right for you if you:</p> <ul style="list-style-type: none"> <li>• would like a shorter course of 150 guided learning hours (GLH)</li> <li>• would like a course that can be tailored to your specific requirements</li> <li>• would like to confirm that you are competent in a specific Business Administration role</li> <li>• are unable to study a larger qualification such as a Diploma</li> <li>• are employed and would like to confirm competence in your specific job role</li> <li>• wish to gain a Level 1 qualification to support further study in Further Education (FE) in any other sector or subject area.</li> </ul>
<p><b>How could I progress from this qualification?</b></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"> <li>• Administrator</li> <li>• Business Support Assistant</li> <li>• Office Junior</li> <li>• Trainee Receptionist</li> <li>• Operations Assistant</li> <li>• Office Clerk.</li> </ul> <p>You may want to take the OCR Level 1 Certificate in Business Administration if you are seeking progression or self-development in the business administration sector and you want to gain the knowledge, skills and competence for this.</p>

	<p>Achievement of your chosen units allows you to evidence the knowledge, skills and competence that are relevant to your role or the business administration role that you would like. The choice of units allows you to match the qualification to the needs of this 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"> <li>• <a href="#">OCR Level 2 Diploma in Business Administration</a> (QCF) - Combined knowledge and competence qualification</li> <li>• <a href="#">OCR Level 2 NVQ Certificate in Business and Administration</a> (QCF) – Competence only qualification</li> <li>• <a href="#">OCR Level 2 Certificate in Principles of Business and Administration</a> (QCF) – Knowledge only qualification.</li> </ul>
<b>Support</b>	<p>A number of large employers from across the Business Administrative sector were involved in consultations with Skills CfA when developing this qualification. In addition, the following employers directly support OCR's qualification, recognising it as valuable for their employees:</p> <p>Colop Flick Learning McCann CIE Richer Sounds</p>
<b>Further information</b>	<p>To find out more about the OCR Level 1 Certificate in Business Administration please refer to the Centre Handbook available on the OCR website: <a href="http://www.ocr.org.uk/Images/177606-centre-handbook.pdf">http://www.ocr.org.uk/Images/177606-centre-handbook.pdf</a></p> <p>If you have any other queries please contact: <a href="mailto:vocational.qualifications@ocr.org.uk">vocational.qualifications@ocr.org.uk</a></p>
<b>About us</b>	<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>