



# ATHE Level 4 Diploma in Business and Administrative Management

Qualification Number: 601/2373/4

## Overview

The Level 4 Diploma in Business and Administrative Management is a 120-credit size qualification, equivalent in size and level to the first year of a bachelor's degree and is part of a flexible suite of administrative management qualifications. Learners must complete the eight mandatory units, worth 100 credits, and two optional units worth a minimum of 20 credits.

Learners who complete this qualification can build credits towards the ATHE Level 5 Extended Diploma in Management which provides entry to further progress to the second year of a variety of Bachelor's Degree Top-Up Programmes at a university such as our partner universities including Anglia Ruskin University, London School of Business and Management, University of Bolton, Coventry University and Southampton Solent University.



## Mandatory Units

1. Fundamentals of Administrative Management
2. Administrative Systems
3. Managing Operations
4. Managing Quality
5. Personal Effectiveness
6. Managing People in Organisations
7. Managing Information and Knowledge
8. Finance for Administrative Managers

## Optional Units

1. Administration for Executive Assistants
2. Managing Business Facilities

As a learner, you can choose to complete two (2) units of mandatory units to complete 30 credits and thereby either gaining award or a certificate in management

## Entry Requirements

- A GCE Advanced level profile with achievement in 2 or more subjects supported by 5 or more GCSEs at grade C and above
- Other related level 3 subjects
- An Access to Higher Education Certificate delivered by an approved further education institute and validated by an Access Validating Agency
- Other equivalent international qualification



### Assessment and Verification

All units within this qualification are internally assessed via assignments and externally verified by awarding organisation. There are no examinations in this course.

### Course Material

Course materials, including presentations, handouts, assignment briefs, and e-books are made available to enrolled learners. In addition to this, the learners will also receive the course handbook and tutorial via emails, in order to support the learning.

### Online Learning

The learner sets their own pace for their learning and the courses are offered on an academic year basis. Although our tutors encourage the learners to make progress monthly, this approach is flexible.

### Progression

Upon successful completion of ATHE Level 4 Diploma qualification learners will be eligible to gain entry into the ATHE Level 5 Extended Diploma or the second year of the BSc Degree in any UK University.

### Certification

The Diploma is issued by the ATHE – Awarding Organisation. UK Versity Online Limited (Number 889) is an accredited and approved delivery Centre for ATHE qualifications.

### Fees £1250 + VAT

\*The fee includes registration and assessment for the course. There are no other hidden fees

### Key Facts

Awarding Body: Awards for Training and Higher Education (ATHE)

Course Duration: 6-9 months

Method of study: Distance or Blended Learning/ Full Time

Qualification Level: 4

### Disclaimer

We do everything we can to ensure that information on our website is correct, however details may change and we cannot accept responsibility for errors or omissions. For more detailed information about the course visit on <https://athe.co.uk/level-4-business-and-administrative-management-qualification/>

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