

Course Overview

This Level 3 Diploma in Business Administration is a practical course that provides you with transferable skills that will increase your skill set across various sectors. You would be working in an administrative capacity with a high degree of autonomy to obtain this certification. The level 3 diploma provides you with the ability to gain knowledge and expertise in various administrative tasks such as information processing, event coordination, and the implementation of procedures and programs. You will illustrate the important business values of making strategic decisions, managing resources, project management, equality and diversity, management and leadership, HR, and marketing at the same time. The course is accredited by UK OFQUAL and is delivered 100% online with 24x7 tutor support. For more information or clarification, please contact our team for free and comprehensive advice.

Eligibility Criteria

Learners must be 18+

Learners must have sufficient management experience, literacy, and numeracy skills to complete this course

Duration and Delivery

This Level 3 Diploma in Business Administration (RQF) is designed to be completed online at the pace that suits you the best. This fast track Level 3 Diploma in Business Administration course can take as little as 3 months of full-time study or 1 year of part-time study to become a certified business professional. The qualification is delivered through our Virtual Learning Environment (VLE), which refines your business administration skills. Our 24x7 online tutor support is there to facilitate you to achieve your success rate accordingly.

Assessment and Verification

All units within this Level 3 Business Administration qualification are internally assessed by our qualified assessors and externally verified by the awarding organisation. The assessment takes the form of written assignments, witness testimony and direct observation, detailed guidance for which will be provided by the tutor. You will receive 24x7 tutor support once you are enrolled on our online portal to assist you in reaching your goals.

Progression

Successful completion of this Level 3 Business Administration course enables learners to proceed to courses at Level 4, such as the OTHM Level 4 Diploma in Business Management, OTHM Level 4 Diploma in Accounting and Business, Level 4 NVQ Diploma in Business Administration (RQF), and the Level 4 NVQ Diploma in Customer Service (RQF). This business course will also help you enhance your career profile and can count towards your continuous professional development.

Course Includes

- ✔ 58 Credits
- ✔ 302 Guided Learning hours
- ✔ 580 Total Qualification time
- ✔ 14 Units
- ✔ 45 Learning Outcomes
- ✔ 14 Assignments

Unit Structure

- ✔ Communication in a Business Environment
- ✔ Develop a Presentation
- ✔ Deliver a Presentation
- ✔ Principles of Administration
- ✔ Principles of Business
- ✔ Principles of Business Communication and Information
- ✔ Manage Personal and Professional Development
- ✔ Negotiate in Business Environment
- ✔ Support Environmental Sustainability in Business Environment
- ✔ Manage Individuals' Performance
- ✔ Manage Team Performance
- ✔ Resolve Customers' Complaints
- ✔ Principles of Marketing Stakeholder Relationships
- ✔ Understand the Customer Service Environment

