

Purpose Statement

601/3580/3 ProQual Level 3 Diploma in Business Administration

Overview

This qualification is ideal for candidates working in an administrative role in public or private organisations. Candidates can prove their competence in the essential business administration knowledge and skills needed in the modern working environment.

It is suitable for those with some knowledge and experience of administration systems who are working in an administrative role and who want to develop their business and supervisory skills.

Learning Outcomes

To achieve the qualification the following mandatory units will be covered:

- Principles of business
- Principles of business communication and information
- Communicate in a business environment
- Principles of administration
- Manage personal and professional development

These will be enhanced by optional units tailored to your specific need and in a combination fulfilling the requirements of the qualification structure. These units may include:

- Contribute to the development and implementation of an information system
- Manage an office facility
- Create bespoke business documents
- Administer the recruitment and selection process
- Administer finance
- Resolve administrative problems
- Manage team performance
- Chair and lead meetings

You will work with an assessor to complete a portfolio of evidence that confirms you have met the requirements of the qualification.

There are no entry requirements or specific skills needed to undertake this qualification.

Further information

If you would like any further information please contact ProQual:

Telephone: 01430 423822
Email: enquiries@proqualab.com
Web: www.proqualab.com