

May 2015

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City & Guilds Level 1 Award in Business and Administration (500/7738/7)

OVERVIEW

- What does this qualification cover?

This qualification provides a basic understanding of routine operations found in many organisations in the public, private and voluntary sectors. It allows progress on to further learning through other business administration qualifications or those in complementary subject areas.

The following areas can be covered within this qualification:

- Understand working in a business environment
- Know how to create business documents
- Know how to make and receive telephone calls
- Know how to process mail
- Understand how to work as part of a team.

All learners cover a range of core, mandatory units at Level 1 plus a selection of optional business administration and personal and social development units at Level 1. A minimum of 60% of the vocational learning in this qualification relates to business administration.

This is a Framework qualification.

Who could take this qualification?

This qualification is suitable for those wanting to gain a basic understanding of administrative roles and functions. At Level 1 learners do not have to be in a relevant position of employment to produce evidence for assessment, whereas for the Level 2 NVQ Certificate (500/9677/1), Level 2 NVQ Diploma (501/0040/3) in Business and Administration and the combined competence and knowledge Level 2 Diploma in Business Administration (601/3607/8) they do. The Award in Business and Administration allows learners to choose a limited number of general units without the commitment of time required for the Level 1 Certificate in Business and Administration (500/7665/6). It also allows greater flexibility and choice than the Level 1 Certificate when taken as part of a broad programme of study that can include related disciplines such as Customer Service, Retail, Sales or Marketing. It also allows learners to progress, through appropriate further learning, onto specialist administrative roles such as accounting and finance, human resources, sales, law and health care. Learners can further develop their understanding of administration and, though gaining the appropriate optional units, achieve the Level 1 Certificate in Business and Administration. The Level 1 Award is thus suitable for learners returning to learning after a period of time away from education, those seeking to explore different options as part of a planned career change or those currently unemployed.



This qualification is suitable for anyone from 16 years old or over.

This qualification is not a component of an apprenticeship framework.

WHAT COULD THIS QUALIFICATION LEAD TO?

The learner could progress onto an apprenticeship at Level 2 or 3 in Business Administration or other qualifications such as:

- Level 2 Certificate in Principles of Business and Administration (4475)
- Level 2 Diploma in Business Administration (knowledge and competence) (5528)
- Level 2 NVQ Certificate in Business and Administration (4428)
- Level 2 Medical Administration / Secretarial qualifications (5519)
- Level 2 Certificate and Diploma for Legal Secretaries (7655)
- Level 2 Customer Service (5530)
- Award, Certificate or Diploma for IT Users (7574)
- ILM leadership and management qualifications.

This qualification could lead to jobs such as:

- Receptionist
- Administrator
- Secretary
- Personal assistant

WHO SUPPORTS THIS QUALIFICATION?

This qualification is supported by the following registered providers:

CAD Centre UK
DC Training and Development Services
Qube Learning (Qube Qualifications and Development Ltd)