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**City &
Guilds**
Believe you can

BUSINESS SKILLS

DIPLOMA IN BUSINESS AND PROFESSIONAL ADMINISTRATION

QUALIFICATION FACTSHEET

BUSINESS SKILLS

LEVEL 4 DIPLOMA IN BUSINESS AND PROFESSIONAL ADMINISTRATION

Framework Qualification	Credit	Fundable	GLH	QAN	City & Guilds number
Level 4 Diploma in Business and Professional Administration	90	Yes	243-263	600/6623/4	4710-04

Qualification aim	Qualification levels and definition	Progression routes
<p>This qualification is designed to provide learners with the knowledge and understanding relevant to their chosen career paths and aspirations within a Business and Professional Administration context.</p> <p>The qualification will act as a technical certificate within the Council for Administration's Higher Apprenticeship in Business and Professional Administration and as such, will provide the knowledge and understanding for the competence qualification.</p>	<p>This Level 4 Diploma allows learners to learn, develop and practise the higher level skills required for employment and/or career progression. It will enable learners to gain generic and specific management and technical skills appropriate to their field or aspirations. The qualification also gives opportunities for research, analysis and original thought which are skills valued by Higher Education Institutions.</p>	<p>Learners may progress onto leadership and management qualifications such as those offered by the Institute of Leadership and Management (ILM) www.i-l-m.com, Foundation Degrees in areas such as Business, Business Management and Business Administration, Business and Management undergraduate programmes, a range of Business and Management Professional qualifications at Level 5 and above or possible membership of Professional bodies such as the Institute of Administrative Management.</p>

	Key features	Key benefits
Structure	Learners must complete 70 credits from the 5 mandatory units and 20 credits from the optional units, including: Understanding organisations, Effective communication in business and Business ethics.	Our vast range of optional units allows you to tailor content to suit learners' individual needs, whilst the mandatory units meet the occupational requirements of the industry.
Assessment	Assessment is via centre set and marked assignments. City & Guilds has produced assessment guidance for all units and exemplar assignments for the mandatory units.	Centres may use these assignments or adapt them to suit local needs/circumstances. A set of recording forms and generic marking and grading criteria is also provided.
Support	Our support resources include: a free Qualification Handbook, online tutor and learner support via SmartScreen, our e-portfolio Learning Assistant and personal support.	<p>SmartScreen helps tutors save time planning and supports learners in order to drive greater quality and better success rates.</p> <p>Learning Assistant helps save time and money by increasing learner completion rates by up to 40% over paper delivery.</p> <p>Personal support is available from the largest team of subject specific Quality Consultants, our Customer Relations Team and dedicated Business Managers.</p>

Reasons to choose City & Guilds	
Widest range and choice of qualifications	We have the widest choice of qualifications in the Business Support Skills sector. Learners can progress to and from the our suite of qualifications to a variety of industry standard qualifications through City & Guilds.
Industry expertise	We have worked in partnership with training providers, industry experts and employers to ensure that our qualifications provide relevant, work-ready training.
Recognised by employers	Our qualifications are trusted and valued both by experts and employers across the industry which will help you to engage with employers and provide learners with the skills and training that will allow them to succeed in employment.

For more information call +44 (0) 844 543 0000

email: centresupport@cityandguilds.com or visit www.cityandguilds.com