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City & Guilds

600/6623/4 Level 4 Diploma in Business and Professional Administration

OVERVIEW

- What does this qualification cover?

This qualification covers the essentials of business administration, allowing the learner to develop the skills and knowledge required in a business environment.

The following areas that can be covered within this qualification:

- Personal and professional development
- Business ethics
- Resource management
- Recruitment and selection
- Business law
- Problem solving and decision making.

All learners will cover the mandatory core units and then a choice of optional units.

This is a Framework qualification.

Who could take this qualification?

Level 4 is ideal if you deliver administrative support services and contribute at a strategic level. You may lead or manage a team, or want to move on to such a role. You need a range of administrative and management skills, such as budget management and promoting innovation.

This qualification is suitable for anyone from 18 years old or over.

WHAT COULD THIS QUALIFICATION LEAD TO?

This qualification could lead to jobs such as:

- Office Manager
- Administration Team Leader
- Personal Assistant
- Business Development Executive.

The learner could progress onto an apprenticeship at Level 4 in Business and Professional Administration or other qualifications such as:

- LM Level 4 or Level 5 Qualifications in Management
- City & Guilds Professional Recognition Awards
- Foundation Degree or other higher education qualifications
- Learners may also be able to gain membership of professional bodies such as the Institute of Administrative Management (IAM).

WHO SUPPORTS THIS QUALIFICATION?

This qualification is supported by the following registered providers:

CAD Centre UK
Morthyng Vocational College
Qube Learning (Qube Qualifications and Development Ltd)
YH Training Services Ltd