

Purpose statement

**NCFE Level 4 NVQ Diploma in Business
Administration
QN: 601/3966/3**

What does this qualification cover?

This QCF qualification provides learners with a wide range of knowledge and skills needed to work in a business administration role. It provides learners with a range of business and administrative skills such as managing information systems, resolving administrative problems and managing events.

It consists of 4 mandatory units, 14 optional units, and 26 other optional units.

Mandatory units:

1. Resolve administrative problems (D/506/1956)
2. Manage the work of an administrative function (T/506/1946)
3. Communicate in a business environment (Y/506/1910)
4. Manage personal and professional development (T/506/2952)

For a full list of units, please visit the NCFE website

Who is this qualification designed for?

This qualification is suitable for learners aged 18 and above who work across a wide variety of sectors including NHS trusts, educational institutions, government departments, charities and the private sector. It is designed for those who work with no support or supervision and is aimed at learners who work as part of a team and ensure the provision of information and resources to others.

What could this qualification lead to?**Will the qualification lead to employment and, if so, in which job role at which level?**

This qualification could lead to a range of different job roles as mentioned above:

- Administration Assistant
- Business Support team member
- Secretary
- Personal Assistant
- Secretary.

Will the qualification support progression to further learning, if so, what to?

- Foundation Degree/Degree in Business Administration

If there are larger and/or smaller versions of this qualification at the same level, why should a learner take this particular one?

This qualification is not available in a larger or smaller version at this level.

Who supports the qualification?

The qualification is supported by the following employers:

- Sodexo
- TT2
- Carillion
- Home Group
- Formica.

For more information about the NCFE Level 4 NVQ Diploma in Business Administration (601/3966/3), please see the support materials tab on the qualification page on the NCFE website.