

Focus Awards Level 3 Diploma in Business Administration (RQF)

Overview

This Level 3 Diploma in Business Administration is a practical course that provides you with transferable skills that will increase your skillset across various sectors. You would be working in an administrative capacity with a high degree of autonomy to obtain this certification. The Level 3 Diploma in Business Administration online provides you with the ability to gain knowledge and expertise in various administrative tasks such as information processing, event coordination, and the implementation of procedures and programs. You will illustrate the important business values of making strategic decisions, managing resources, project management, equality and diversity, management and leadership, HR, and marketing at the same time. This business admin diploma course is accredited by UK OFQUAL and is delivered 100% online with tutor support. For more information or clarification, please contact our team for free and comprehensive advice.

Duration and Delivery

This Level 3 Diploma in Business Administration (RQF) is designed to be completed online at the pace that suits you the best. This fast track Level 3 Diploma in Business Administration course can take as little as 3 months of full-time study or 1 year of part-time study to become a Certified Business Professional. This diploma in business course is delivered through our Virtual Learning Environment (VLE), which refines your business administration skills. In addition, our online tutor support is there to facilitate you to achieve your success rate accordingly.

Assessment & Verification

All units within this Level 3 Business Administration qualification are internally assessed by our qualified assessors and externally verified by the awarding organisation. The assessment takes the form of written assignments, witness testimony and direct observation, detailed guidance for which will be provided by the tutor. You will receive tutor support once you are enrolled on our online portal to assist you in reaching your goals.

Eligibility Criteria

- Learners must be 18+
- Learners must have sufficient management experience, literacy, and numeracy skills to complete this course

Progression

Successful completion of this Level 3 Business Administration course enables learners to proceed to courses at Level 4, such as the [OTHM Level 4 Diploma in Business Management](#), [OTHM Level 4 Diploma in Accounting and Business](#), [Level 4 NVQ Diploma in Business Administration \(RQF\)](#), and the [Level 4 NVQ Diploma in Customer Service \(RQF\)](#). This business course will also help you enhance your career profile and can count towards your continuous professional development.

302	Guided Learning Hours
580	Total Quality Time
14	Units
58	Credits

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Unit Structure

- ✓ Principles of Business
- ✓ Principles of Administration
- ✓ Develop a Presentation
- ✓ Deliver a Presentation
- ✓ Communicate in a Business Environment
- ✓ Manage Personal and Professional Development
- ✓ Manage Individuals' Performance
- ✓ Manage Team Performance
- ✓ Principles of Business Communication and Information
- ✓ Negotiate in Business Environment
- ✓ Understand the Customer Service Environment
- ✓ Resolve Customers' Complaints
- ✓ Principles of Marketing Stakeholder Relationships
- ✓ Support Environmental Sustainability in Business Environment

