

Focus Awards Level 3 Certificate in the Principles of Business and Administration (RQF)

Overview

The Level 3 Certificate in Principles of Business Administration (RQF) provides learners with in-depth knowledge of administrative activities such as meeting planning, information management, and administrative service maintenance. Learners can understand communication processes and how to contribute to departmental and organisational change. It is a valuable course for those working or who want to work in business administration and develop their business communication and management skills and experience. The Level 3 Certificate in Principles of Business Administration (RQF) will provide learners with a solid understanding of administrative best practices within a business organisation. The Business Administration level 3 course is accredited by UK OFQUAL and is delivered 100% online with tutor support. For more information or clarification, please get in touch with our team for free and comprehensive advice.

Duration and Delivery

This Level 3 Certificate in the Principles of Business and Administration (RQF) is designed to be completed online at the pace that suits you the best. This fast track Certificate in the Principles of Business Administration course can take as little as two months of full-time study or six months of part-time study to become a Certified Business Professional. The qualification is delivered through our Virtual Learning Environment (VLE), which refines your business administration skills. 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, detailed guidance for which will be provided by the tutor. In addition, 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 16+

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 count towards your continuous professional development.

136	Guided Learning Hours
170	Total Quality Time
5	Units
17	Credits

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Unit Structure

- ✓ Principles of Personal Responsibilities and How to Develop and Evaluate Own Performance at Work
- ✓ Principles of Working with and Supervising Others in a Business Environment
- ✓ Principles of Managing Information and Producing Documents in a Business Environment
- ✓ Principles of Providing and Maintaining Administrative Services
- ✓ Principles of Project Management

