



Focus Awards Level 3 Diploma in Business Administration (RQF)

COURSE OVERVIEW

The Focus Awards Level 3 Diploma in Business Administration (RQF) is aimed at learners who wish to progress to higher education programmes or those who want to improve their skills to progress in their current employment or get into potential job roles in administrative settings. The course provides the learners with the skills, knowledge, understanding and competence to work in a business and administration environment.

COURSE DETAILS

Awarding Body	Focus
OAN	601/5898/0
Level	RQF Level 3
Age	18+ years
Duration	4- 6 months
Guided Learning Hours	282
Credits	60

COURSE STRUCTURE

5 mandatory units and 7 common optional units totalling 60 credits

MANDATORY UNITS	OPTIONAL UNITS
Communicate in a business environment	Presentation software
Manage personal and professional development	Develop a presentation
Principles of business communication and information	Deliver a presentation
Principles of administration	Word processing software
Principles of business	Create bespoke business documents
	Produce business documents
	Principles of leadership and management

ASSESSMENT METHODS

The Focus Awards Level 3 Diploma in Business Administration (RQF) is internally assessed and externally assured by Focus Awards. Each learner is required to create a portfolio of evidence which demonstrates achievement of all the learning outcomes and the assessment criteria associated with each unit.

The main assessment methods include:

- Assessor observation – completed observational checklists on related action plans
- Witness testimony
- Work products
- Workbook
- Assignments / projects / reports
- Professional Discussion
- Learner and peer reports
- Recognition of prior learning (RPL)

Evidence may be drawn from actual or simulated situations where permissible.

PROGRESSION ROUTES

Learners who achieve this qualification may progress to:

- Level 4 qualification in the appropriate subject area of study
- A higher educational programme subject to the approval of the higher education providers
- Potential job roles in administrative settings

COURSE FEES

Tuition Fees - £2573

*UK/EU students may be eligible to apply for funding via the Student Loans Company.