

FOCUS AWARDS

DIPLOMA IN BUSINESS ADMINISTRATION (RQF)
(QRN – 601/5898/0)

LEVEL 3

FACT SHEET

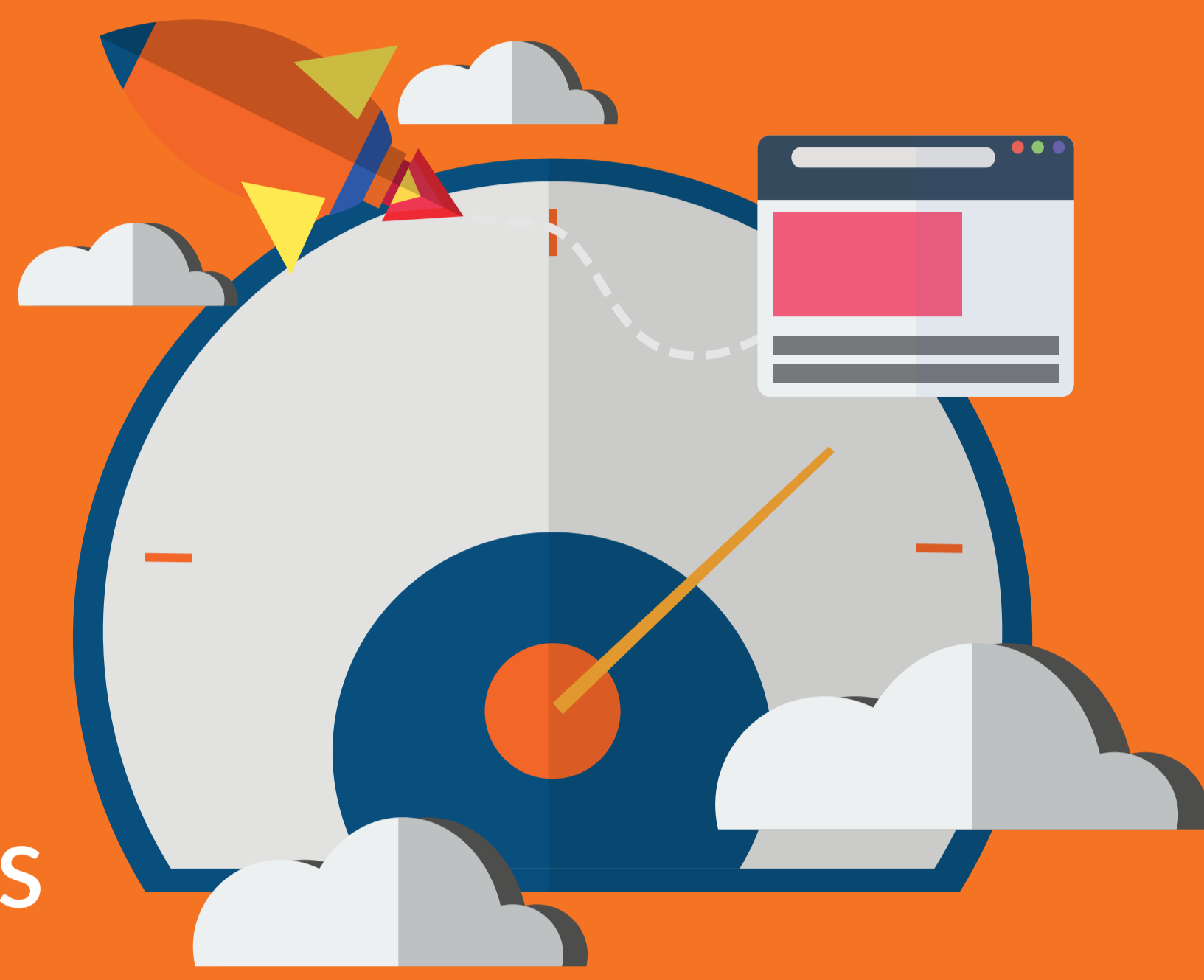
Who is Level 3 Diploma in Business Administration for?

- Candidates who want to progress to higher education programmes
- Employees who want to progress in their career
- Candidates looking for potential job roles in administrative settings

Course Duration

4-6

months



Total Credits

60 credits



Mandatory Units

Communicate in a business environment
Manage personal and professional development
Principles of business communication and information
Principles of administration
Principles of business

Common Optional Units

Presentation software
Develop a presentation
Deliver a presentation
Word processing software
Create bespoke business documents
Produce business documents
Principles of leadership and management

Progression Routes

- A higher education programme in the appropriate field of study
- Potential job roles in administrative settings



Is Government funding available for this qualification?

- Yes
19+ Advanced Learner Loans*
*Eligibility criteria applies <https://www.gov.uk/advanced-learner-loan/eligibility>

Course Fees

Tuition Fees £2573

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



So why wait? Call us today to explore your learning opportunities

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