



**Independent Training**  
& Education Consultants

For more details please contact:

email: [itec2016@outlook.com](mailto:itec2016@outlook.com)

TEL: 01226 872400

[www.itec2016.com](http://www.itec2016.com)

## **BTEC Level 3 Diploma in Business Administration**

The Pearson BTEC Level 3 Diploma in Business Administration (QCF) is for learners who work in, or who want to work in the business administration roles such as:

- Personal Assistant, Office Executive, or Office Supervisor

The qualification gives learners the opportunity to:

- develop and demonstrate technical and wider sector-related knowledge to underpin competence in the job roles stated above. This includes the knowledge covering the broader cross-organisation processes such as business innovation, financial management and marketing, as well as the principles and practices underpinning the tasks and responsibilities related to the job roles above such as methods of communication and information management.
- develop and demonstrate a range of technical skills and behaviours that supports competence in the job roles stated above. These include developing and managing administrative systems, processes and staff. For example, using a range of internal and external communication methods and the systems that support them, organising diaries, meetings and travel, managing resources and facilities, managing administrative processes and systems and supervising staff.
- develop their own personal growth and engagement in learning through the development of personal, learning and thinking skills (PLTS).
- have existing skills recognised
- achieve a nationally-recognised Level 3 qualification

Learners who achieve the Pearson BTEC Level 3 Diploma in Business Administration (QCF) can progress to Pearson Level 4 NVQ Diploma in Business Administration (QCF) and/or the Pearson BTEC Level 4 Diploma in Business Administration (QCF), which are within the Level 4 Higher Apprenticeship in Business Administration. Alternatively, learners may progress into the following job roles, for example, Office manager, Executive Assistant or Business Development Manager.