

Level 4 Diploma in Business and Administration - Pearson Edexcel

Course Code: CQ5QDBAL4P
Level: 4
Type: Part Time

VAR - VAR (VAR)
-
18 Month(s)

Cambridge Campus
£ 2500

Need to speak to us about a course?

01223 226315
enquiry@camre.ac.uk

Apply Here:

https://www.camre.ac.uk/course/pdf/CQ5QDBAL4P/

To achieve this qualification, you will be employed in a role with administrative management responsibilities.

You will demonstrate management responsibilities through a range of activities such as resource management, negotiating, agreeing budgets and promoting innovation and change, resolving administrative problems – with the authority to present a solution without needing to consult others, being able to analyse, evaluate and reflect all aspects of your work and providing examples of significant changes and improvements you have made within your work.

The Diploma is designed for administrative staff working within all sectors of industry and commerce who are working in a management or strategic role. The qualification is designed around four core

mandatory units (18 credits) and a selection of optional units (to a total of 39 credits).

Mandatory Units

- 1. Communicate in a business environment
- 2. Manage personal and professional development
- 3. Manage the work of an administrative function
- 4. Resolve administrative problems

Optional Units (selection example)

- Manage information systems
- Manage events
- Contribute to the design and development of an information system
- Collaborate with other departments

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Progression and career opportunities

Achieve a nationally recognised level 4 qualification and progression to a higher qualification is encouraged.

Entry requirements

There are no formal entry requirements but you must be in a suitable administrative role.

Assessment

You will be assessed by a vocationally competent assessor who will support and help you gather a portfolio of evidence, using a range of methods.

You will provide evidence of your work practice, including completing assignments, case studies, written accounts and providing work products. Evidence is uploaded to an e-portfolio called Smart Assessor which is available 24/7 on computers, tablets and mobile devices.

Disclaimer

Whilst every effort is made to ensure the information is correct, some details may be subject to change. Cambridge Regional College reserves the right to make amendments to the courses, dates, fees or other details, and to make cancellations or changes if numbers are insufficient.