

Open Awards Qualification Unit



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1 Unit Details

Unit Title:	Principles of Working in Business Administration
Unit Reference Number:	R/507/5269
Level:	Level 2
Credit Value:	3
Minimum GLH:	22

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Know sources of information and advice on an industry, occupation, training and career pathway	1.1 Identify sources of information and advice on an industry, occupation, training and career pathway
	1.2 Identify potential career progression routes for a business administrator
	1.3 Describe the transferable skills of a business administrator
2. Understand the purpose and structure of business organisations	2.1 Explain the differences between the private sector, public sector and voluntary sector
	2.2 Explain the functions of different organisational structures
	2.3 Describe the role of the main functional areas of business organisations
3. Understand the role of an administrator	3.1 Explain the importance of behaving in a way that maintains organisational values and standards
	3.2 Explain how the work of an administrator can contribute to organisational growth
	3.3 Explain how the role of an administrator contributes towards the overall commercial activities of business organisations