

Purpose Statement

Open Awards Entry Level Award and Certificate in Business Administration Skills (Entry 3) (RQF)

The primary purpose of these qualifications is to recognise the development of knowledge and skills regarding business administration. These qualifications has been designed to enable you to explore this vocational area and gain skills and confidence in working in business administration, which may lead to voluntary/paid employment.

Who are they for?

- All learners in all learning environments
- Those enhancing working skills
- Those who are preparing for working life

What do these qualifications cover?

To achieve the **Award**, you are required to complete 6 credits (60 hours of learning).

To achieve the **Certificate**, you are required to complete 15 credits (150 hours of learning)

For both qualifications you will have to complete:

- **Group A** – a mandatory unit in Exploring Opportunities in Business Administration
- **Group B** – an optional units' group in Business Administration topics.

You will have to gain 1 credit from the mandatory unit and can then choose the remaining from the optional group. This group contains the following units:

- Handling telephone calls from customers
- Professional behaviour in an office environment
- Reception and filing
- Using office equipment
- Writing for different purposes in the workplace
- Communication Skills

What are the Entry Requirements?

There are no age restrictions for working towards these qualifications and no specific prior achievements required.

What are the Assessment Methods?

You will be required to complete a portfolio of evidence to achieve these qualifications.

Types of evidence included in your portfolio could include:

- Videos/photographs
- Reflective journals
- Questions/answers
- Worksheets
- Recorded discussions with your tutor

What are the Progression Opportunities?

These qualifications have been developed to enable you to progression to further learning and/or employment.

You may choose to progress to further studies, such as:

- Open Awards qualifications in Business Administration (at a higher level)
- Other vocational qualifications at Entry Level and Level 1
- Supported Internships/Voluntary Work/other employment

Who supports these qualifications?

Our schools' sector is very keen to support these qualifications and they include (but is not limited to) Manor Academy, Abbots Lea School and Abbey Hill Academy.