



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

Award 603/6083/5
Certificate 603/6084/7



QUALIFICATION GUIDE

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About the Qualification

Title	Open Awards Entry Level Award and Certificate in Business Administration Skills (Entry 3) (RQF)
QAN	Award 603/6083/5 Certificate 603/6084/7
Sector	15. Business, Administration and Law
Level	Entry Level 3
Funding	Please click here for more information
Pricing Information	Please click here for more information
Review Date	31/07/2029

Ofqual Purpose	B – Prepare for Further Learning or Training and/or Develop Knowledge and/or Skills in a Subject Area
Ofqual Sub-Purpose	B2 – Develop Knowledge and/or Skills in a Subject Area

Age Range and Restrictions:	
Pre -16	✓
16 – 18	✓
19+	✓
Any other restrictions specific to the qualification(s)	None

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

Recommended Assessment Method Summary

Learners will be required to complete a portfolio of evidence set and marked by the education provider and externally quality assured by Open Awards.

Candidates must provide sufficient evidence that they have the required knowledge, skills and understanding of the assessment criteria and that it is their own work.

Types of evidence could include:

- a) Observation of performance
- b) Questioning (written or oral)
- c) Practical Activities
- d) Photographs or videos
- e) Personal statements
- f) Project work
- g) Witness testimonies
- h) Group discussion
- i) Recognition of Prior Learning

Assessment practices must reflect the Equality and Diversity Policy of Open Awards.

Qualification Units

Rules of Combination	
Award	
Credit Value of the Qualification	6
Minimum Credits to be achieved at the Level of the Qualification	6
Mandatory Units A	1
Optional Group B	5
Certificate	
Credit Value of the Qualification	15
Minimum Credits to be achieved at the Level of the Qualification	15
Mandatory Units A	1
Optional Group B	14

Mandatory Group A

QAC Code	Unit Name	Credits	Level
A/618/3153	Exploring Opportunities in Business Administration	1	Entry Level Three

Optional Group B

QAC Code	Unit Name	Credits	Level
F/615/6505	Handling Telephone Calls from Customers	2	Entry Level Three
Y/615/6994	Prioritisation Skills	2	Entry Level Three
R/615/6508	Professional Behaviour in an Office Environment	2	Entry Level Three
J/615/6506	Reception and Filing Skills	3	Entry Level Three
F/615/6262	Using Communication Skills in a Workplace	2	Entry Level Three
L/615/6507	Using Office Equipment in a Business Environment	2	Entry Level Three
J/615/6974	Writing for Different Purposes in the Workplace	3	Entry Level Three

Delivering this Qualification

Becoming a Centre

To deliver this qualification you must be a recognised Open Awards centre. For more information, head to our website or contact the team on 0151 494 2072

How to Deliver

You can deliver this qualification by completing a [New Qualification Request Form](#) via the Open Awards portal. For more information, see the Centre Handbook, or contact the team on 0151 494 2072.

Registering Learners

Once you are ready to deliver this qualification, you will need to register your learners in line with the timescales below:

Short courses (15 weeks or less) within 25 working days of the course start date.
Full year long courses (over 15 weeks) within 60 working days of the course start date.

You will need to register your learners via the Open Awards [portal](#).

Quality Assurance and Standardisation

Delivery of this qualification must be done so in accordance with Ofqual regulatory guidelines and in line with Open Awards' quality assurance processes. Template forms and guidance documents are available via the Open Awards portal.

Centre Staff Requirements

Centres are responsible for ensuring that their staff are suitably skilled and experienced. Tutors/ assessors and internal quality assurance (IQA) staff must have relevant occupational knowledge and/or occupational competence at the same level or higher as the units being delivered.

Centres are responsible for notifying Open Awards of staff changes.

Training and support

Open Awards offers training and support events in Delivery & Assessment and Quality Assurance. These events are held throughout the year. Such events will also provide an opportunity to identify and share best practice. Up to date details of these training events are on our [website](#).

Internal Quality Assurance (IQA)

All centres delivering Open Awards provision must operate rigorous internal quality assurance systems. A centre must identify how they will internally quality assure and standardise their delivery and assessment before delivering a course.

External Quality Assurance (EQA)

Centre approval compliance monitoring and external quality assurance is carried out by Open Awards' Lead Quality Reviewers/External Quality Assurers who will

confirm that the centre is assessing to standard and ensure that there are robust quality assurance systems embedded.

Please refer to Internal and External Quality Assurance within the Centre Handbook.

Standardisation

Centres are required to contribute to national standardisation as requested by Open Awards. Open Awards offers Standardisation events that are held throughout the year. Such events will also provide an opportunity to identify and share best practice. Up to date details of training and standardisation events can be found on our website.

Further guidance on Quality Assurance and Standardisation please refer to the [Centre Handbook](#)

Recognition of Prior Learning and Achievement (RPL)

RPL is a method of assessment that considers whether a learner can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding or skills they may already possess. Evidence of learning must be sufficient, reliable and valid.

It is the responsibility of the centre to inform Open Awards at registration of any exemptions and/or equivalences for which a claim may be made. These claims will be subject to external verification by the Open Awards' Lead Quality Reviewer for the centre.

For more information, please see our Recognition of Prior Learning Policy found on the Open Awards [portal](#).

Appendices and Links

Appendix Name
Centre Handbook
Enquiries, Complaints and Appeals Policy
Equality and Diversity Policy
Invoicing Policy
Privacy Policy

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