



Global Training Centre

101, Lockhurst Lane, Coventry, CV6 5SF

Course Name	Level 4 Diploma in Business Administration (RQF)
Qualification achieved	ICQ Level 4 Diploma in Business Administration (RQF) 601/4359/9

Course Structure
<p>This course is completed partially as a distance learning qualification by:</p> <ul style="list-style-type: none">• Individual research at home under the guidance of your personal assessor• Telephone assessment appointments to discuss your evidence and/or submitting written evidence to your assessor <p>As this qualification requires observation of the learner in practice, learners must be in a job role appropriate to the mandatory units.</p> <p>There are no exams required to achieve the qualification</p>
Course Duration
Depending on the units taken the average learning time is 192 hours which should take approximately 9 months to complete. This course has a limit of 12 months to complete from enrolment date.
Costs
This course is Non- Funded and it costs £1200 undertake. We are able to offer an instalment plan to those that require it but release of certification is not possible until the cost of the course is paid in full.
Who can enrol for this course?
Must be aged 18+. This qualification is for those who are working in a business administration role and who wish to develop their skills and knowledge in a business management role
Entry requirements
Learners must have a minimum of level 2 in literacy and numeracy and ICT to undertake this qualification.
Who is this course suitable for?
This course is designed for <ul style="list-style-type: none">• Anyone already working in a business administration role, or newly promoted into a business administration role, regardless of sector• Anyone already working in a management role, or newly promoted into a management role, regardless of sector.
Certification
Upon successful completion of this course you will be issued with a hard copy of your certificate.

What will I learn by taking this course

To achieve this qualification, learners must attain a total of 40 credits by completing the eight mandatory units

- Supporting business activities
- Managing sustainability and risk
- Communicating in business
- Culture and ethics in a business environment
- Business administration systems
- Managing people and performance in a business environment
- Personal effectiveness in a business environment
- Managing business facilities

The benefits of taking this course will provide you with the knowledge and understanding of

- Understand the structure of administrative systems to support business
- Understand support for the office environment
- Understand how to support business meetings and events in an organisation
- Understand how to support projects in an organisation
- Understand effective diary management in an organisation
- Understand sustainability and waste management in a business environment
- Understand the assessment and management of risk in a business environment
- Understand the role of communication in organisations
- Understand the principles of effective communication in organisations
- Understand the impact of different organisational structures and cultures on individuals and organisations
- Understand the impact of ethical practice and social responsibility on individuals and organisations
- Understand administrative systems
- Understand how systems thinking affects the administrative performance of organisations
- Understand the role and function of policies and procedures in meeting customer requirements
- Understand workplace learning and development methods
- Understand the nature of individuals' influences on their behaviour at work
- Understand the concept of leadership and its influence on team working
- Understand the factors that contribute to successful team development and performance
- Understand problem-solving and conflict resolution when managing people
- Understand the relationship between personal effectiveness and effective people management
- Understand the relationship between motivation and individual effectiveness
- Understand how Continuous Professional Development (CPD) influences personal effectiveness
- Understand the role of facilities management in a business
- Understand the management of organisational accommodation
- Understand the influence of health, safety and environmental legislation on facilities management