



## Purpose Statement

# BIIAB Level 1 Award in Business Administration

## Overview

The BIIAB Level 1 Award in Business and Administration has been designed to allow learners to obtain and then demonstrate the skills and knowledge to work at an entry position in the Business Administration sector, with considerable supervision.

The primary purpose of the qualification is to prepare for further learning or training by developing knowledge and/or skills in a subject area. However, employers can also rely on the knowledge provided as meeting nationally recognised standards for Business Administration at this level.

Due to constant regulatory, policy and funding changes users are advised to check this qualification has been placed in the relevant Apprenticeship Framework and / or is funded for use with individual learners before making registrations. If you are unsure about the qualification's status please contact BIIAB head office.

## Who is this qualification for?

This qualification is appropriate for use in the following age ranges:

- > Pre-16
- > 16-18
- > 19+

Skills and Education Group Awards expects approved centres to recruit with integrity on the basis of a learner's ability to contribute to and successfully complete all the requirements of a unit(s) or the full qualification.

## What does the qualification cover?

This qualification covers:

**Principles of Business Administration** – This unit provides learners with an understanding of key administrative support functions within a business environment. It covers how to professionally meet and welcome visitors, manage incoming and outgoing mail services, and safely and effectively use common office equipment to support organisational activities.

## Purpose Statement

**Principles of working in a business environment** - This unit provides learners with an understanding of how business organisations operate and the responsibilities of individuals working within them. Learners will explore organisational structures and develop knowledge of how to support environmental sustainability, equality and diversity, and maintain confidentiality and security in the workplace.

**Principles of business communication** - This unit provides learners with an understanding of effective communication and information handling within a business environment. Learners will develop knowledge of how to use telephone and voicemail systems, communicate with others in a professional manner, produce business documents, and store and retrieve information appropriately.

**Principles of personal performance and development** - This unit provides learners with an understanding of employees' rights and employers' expectations within the workplace. Learners will also develop knowledge of how to manage their own work and identify ways to manage and improve their personal performance and professional development.

**Work with others in a business environment** - This unit provides learners with the knowledge and skills required to work effectively with others in a business environment. Learners will develop an understanding of the importance of teamwork and demonstrate their ability to work cooperatively with colleagues to support workplace activities.

**Understand employer organisations** - This unit provides learners with an understanding of organisational structures and the wider organisational environment. Learners will develop knowledge of how organisations are structured, how they operate, and the factors that influence their activities.

**Employee rights and responsibilities** - This unit provides learners with an understanding of the role of organisations and industries, and the expectations placed on employees and employers. Learners will develop knowledge of how organisations operate, the rights and obligations of employees, and the standards expected in the workplace.

## Assessment

This qualification is internally assessed and requires internal and external moderation. Specific requirements and restrictions may apply to individual units within qualifications. Please check unit and qualification details for specific information.

Centres must take all reasonable steps to avoid any part of the assessment of a learner (including any internal quality assurance and invigilation) being



## **Purpose Statement**

undertaken by any person who has a personal interest in the result of the assessment.

## **What could this qualification lead to?**

If learners wish to take more business administration units at Level 1, they might consider taking the Level 1 Certificate in Business Administration. Alternatively, they may wish to progress into Level 2 qualifications, to employment, or into other areas of learning.

Achievement of the qualification offers opportunities for progression, including:

- > 601/3736/8 BIIAB Level 1 Certificate in Business Administration
- > 601/3741/1 BIIAB Level 2 Diploma in Business Administration

Centres should be aware that Reasonable Adjustments, which may be permitted for assessment, may in some instances limit a learner's progression into the sector. Centres must, therefore, inform learners of any limits their learning difficulty may impose on future progression.

## **Further Information**

Further information on the qualification can be found on the Skills and Education Group Awards website.