



Purpose Statement

BIIAB Level 4 Diploma in Business Administration – 601/6786/5

Overview

The Level 4 Diploma in Business Administration has been designed to enable learners to obtain the knowledge required to work effectively within a business administration role at level 4 for example as an Office Manager, Administration Team Leader, Personal Assistant, Business Development Executive.

Achievement of this qualification indicates a learner possesses the knowledge required to undertake a business administration role in the workplace. The primary purpose of the qualification is therefore to prepare for further learning or training and acts to develop knowledge in business administration at level 4.

This qualification, along with the Level 4 NVQ Diploma in Business Administration, Functional Skills and Employment Rights and Responsibilities, are designed to make up the component parts of the Higher Apprenticeship in Business & Professional Administration (Level 4).

As such, this qualification has value either as a stand-alone qualification or as part of an Apprenticeship.

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 Qualifications Limited head office.

Who is this qualification for?

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

- > 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:

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Understand How to Manage Work Activities to Improve Business

Performance – The purpose of this unit is to provide the learner with the knowledge to understand how to manage work activities to improve business performance.

Business Risk Management - The purpose of this unit is to provide the learner with the knowledge of all aspects of business risk.

Communicating in a business - The purpose of this unit is to provide the learner with the knowledge to understand how effective communication is used in business.

Business Administration Systems - The purpose of this unit is to provide the learner with the knowledge of business administration systems.

Managing People and Performance in a Business Environment - The purpose of this unit is to provide the learner with the knowledge to be able to manage people and performance in a business environment.

Managing Self Development - The purpose of this unit is to provide the learner with the knowledge to manage their own self development.

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

Assessments will be accessible and will produce results that are valid, reliable, transparent and fair. BIIAB Qualifications Limited will ensure that the result of each assessment taken by a learner in relation to a qualification reflects the level of attainment demonstrated by that learner in the assessment and will be based upon the achievement of all of the specified learning outcomes.

BIIAB Qualifications Limited will make every effort to ensure that it allows for assessment to:

- > be up to date and current
- > reflect the context from which the learner has been taught



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- > be flexible to learner needs

Please refer to the Instructions for the Conduct of Examinations and Other External Assessment for further information.

Overview of assessment strategy

This qualification contains a mixture of competence and knowledge units. These units are respectively assessed by both Portfolio and by Assessment Knowledge Modules (AKMs) externally set by BIIAB Qualifications Limited. The AKMs are internally marked assessments, containing a series of questions, marked and internally verified by the centre and with external verification by the BIIAB External Quality Assurer (EQA). Competence units are assessed following NVQ principles.

Assessments provided by BIIAB Qualifications Limited will ensure that effective learning has taken place and that learners have the opportunity to:

- > Meet the assessment criteria
- > Achieve the learning outcomes

Centres must obtain approval for any Centre Devised Assessments before their use. Please contact BIIAB Qualifications Limited for details of the Centre Devised Assessment process and procedure.

What could this qualification lead to?

The qualification is designed to equip learners with the knowledge and skills to work effectively in the Business Administration sector. It also will allow for a number of progression routes into Level 5 qualifications, to employment or into other areas of learning.

Achievement of the qualification offers opportunities for progression, including:

- > BIIAB Level 5 NVQ Diploma in Management and Leadership
- > Career progression

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.



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Further Information

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