

BIIAB Level 4 Diploma in Business Administration (NVQ)

Overview

The Level 4 NVQ Diploma in Business Administration has been designed to enable learners to obtain and then demonstrate the knowledge and skills required to work effectively within a business administration role at level 4.

Achievement of this qualification indicates competence to undertake a business administration role in the workplace. The primary purpose of the qualification is therefore to confirm occupational competence at level 4, for example as an Office Manager, Administration Team Leader, Personal Assistant, Business Development Executive.

This qualification, along with the Level 4 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?

The qualification covers the following units:

Mandatory Units

- > Resolve Administrative Problems
- > Manage the Work of an Administrative Function
- > Communicate in a Business Environment
- > Manage Personal & Professional Development

Optional Units

- > Contribute to the Design & Development of an Information System
- > Manage Information Systems
- > Prepare Specifications for Contracts
- > Manage Events
- > Support Environmental Sustainability in a Business Environment
- > Contribute to the Improvement of Business Performance
- > Monitor Information Systems
- > Negotiate in a Business Environment
- > Evaluate the Provision of Business Travel or Accommodation
- > Develop a Presentation
- > Manage an Office Facility
- > Deliver a Presentation
- > Analyse and Present Business Data
- > Create Bespoke Business Documents
- > Manage a Budget
- > Manage Knowledge in an Organisation
- > Develop Working Relationships with Stakeholders
- > Develop & Maintain Professional Networks
- > Manage Physical Resources
- > Prepare for & Support Quality Audits
- > Manage Business Risk
- > Encourage Learning & Development
- > Manage a Project
- > Initiate & Implement

- > Operational Change
- > Conduct Quality Audits
- > Develop & Implement an
- > Operational Plan
- > Design Business Processes
- > Optimise the Use of
- > Technology
- > Establish Business Risk Management Processes
- > Promote Equality of
- > Opportunity, Diversity &
- > inclusion
- > Manage Team Performance
- > Manage Individuals'
- > Performance
- > Manage Conflict Within a
- > Team
- > Implement & Maintain Business Continuity Plans &
- > Processes
- > Procure Products and/or Services
- > Collaborate with Other Departments
- > Chair & Lead Meetings
- > Champion Customer Service
- > Encourage Innovation
- > Recruitment, Selection &
- > Induction Practice

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
- > 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 competence units. These units are assessed by Portfolio externally set by BIIAB Qualifications Limited. 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 Diploma in Management and Leadership (NVQ)
- > 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.



Further Information

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