

BIIAB Level 4 Diploma in Business Administration (QCF)

Level: 4

Ofqual Qualification Number: 601/6786/5

Size of Qualification: 40 credits

What is the main purpose of this qualification?

To enable you to develop knowledge in business administration and progress to the next level of vocational learning.

Who is it for?

This qualification is for learners seeking to work in business administration or learners already working in this sector. Learners do not need any prior qualifications, knowledge or experience in order to achieve this qualification, however some employers may require employees working at this level to have gained relevant experience or qualifications.

What job role will it help me enter?

This qualification will provide you with the required knowledge and understanding to work in a variety of job roles that involve business administration, for example Office Manager, Administration Team Leader, Personal Assistant or Business Development Executive. The qualification may help you to obtain promotion or improve your knowledge and understanding in relation to your current role.

Is this the right qualification for me?

You should seek to undertake this qualification if you want to gain knowledge and understanding of business administration at this level.

If you want to develop the required skills, or achieve formal recognition for your skills in business administration, you should consider taking the BIIAB Level 4 NVQ Diploma in Business Administration.

Is this qualification in an apprenticeship?

This qualification forms the knowledge component of the Higher Apprenticeship in Business and Professional Administration. Apprentices also need to complete the Level 4 NVQ Diploma in Business Administration, which focusses on the skills required.

How long will this qualification take me?

The qualification requires 217 Guided Learning Hours (the number of hours where you will be given guidance, usually by a tutor, in order to achieve the outcomes) and approximately 400 hours in total (1 credit is roughly equivalent to 10 hours of learning time). Some people learn more quickly or are more experienced than others so it may take you more or less time than 400 hours to achieve this qualification.

What does this qualification cover?

This qualification comprises the following mandatory units:

- Understand how to manage work activities to improve business performance
- Business risk management
- Communicating in a business
- Business administration systems
- Managing people and performance in a business environment
- Managing self development

What could this qualification lead to?

This qualification shows you have achieved level 4 knowledge and understanding in business administration. The qualification may improve your knowledge and understanding in relation to your current role, or enable you to obtain promotion to a higher level role.

If, upon completion, you wish to focus on proceeding to a higher level of learning, then the following qualification may be suitable for you:

- BIIAB Level 5 Diploma in Management and Leadership (QCF) 601/6773/7.

Who supports this qualification?

This qualification is supported by Skills CFA.

This letter of support is available upon request from qualifications@bii.org