



Business Administration (Framework)

Level 4

Overview

With the Level 4 Business Administration qualification, you can build on your achievements to gain greater technical and managerial skills, as well as supervising others and contributing to the wider strategy of your organisation or department. Level 4 is ideal if you deliver administrative support services and contribute at a strategic level. You may lead or manage a team or want to move on to such a role. You need a range of administrative and management skills, such as budget management and promoting innovation.

This apprenticeship is designed to provide learners with the knowledge and understanding relevant to their chosen career paths within a Business and Professional Administration context, together with demonstrating competence and skill at a senior level.

It allows learners to learn, develop and practice the higher level skills required for employment and/or career progression. It will enable learners to gain generic and specific management and technical skills appropriate to their field or aspirations.

Learners may progress onto leadership and management qualifications such as those offered by ILM, Foundation Degrees in areas such as Business, Business Management and Business Administration, Business and Management undergraduate programmes, a range of Business and Management Professional qualifications at Level 5 and above, possible membership of Professional bodies such as the Institute of Administrative Management.

Funding Band: £4,000



Mandatory

- 222 Communication in a business environment
- 224 Principles of providing administrative services
- 225 Principles of business document production and information management
- 226 Understand employer organisations
- 239 Manage personal performance and development
- 240 Develop working relationships with colleagues

Optional Group A