

Study Programme

Business Administration (Level 2 & 3)



Bishop Laney
Sixth Form

QUALIFICATION

Level 2 Technical Certificate in Business Administration
Level 3 Advanced Technical Diploma in Coordinating Business Support

WHY SHOULD I CHOOSE THIS STUDY PROGRAMME?

Do you like to be organised and methodical with how you work? Are you always looking for how to improve the way you and others work? Do you like to help and support others to complete their work? If you answered yes to these questions, you would enjoy working in a coordinator role in business support, within a large organisation or small to medium enterprise. This qualification allows you to develop the understanding of business systems and the skills needed to coordinate business support activities including transferable skills such as communication, project management and IT. Business Support is a fundamental and critical role in any business, developing and using processes that underpin the work of different functional areas. It is an ideal area of study for those aspiring to achieve management roles in the future.

WHAT WILL I STUDY?

Year 1

- Understanding Administrative Services
- Providing Administrative Services
- Using Business Technology to Process and Communicate Information
- Planning, Organising and Supporting Business

Year 2

- Coordinating support for business development
- Coordinating support for business projects
- Coordinating support for business improvement
- Coordinating support for business efficiency
- Coordinating support for business communication
- Coordinating support for business profiles

WHAT COULD THIS QUALIFICATION LEAD TO?

This qualification provides opportunities to gain employment, including an apprenticeship, in job roles coordinating business support activities, such as: Operations Support Officer; Information Systems Coordinator; Project Coordinator; Office Services Coordinator; Administration Coordinator. These roles may be specific to an industry such as: Financial Services; Insurance; Hospitality; Manufacturing; Public sector. They may also be specific to a functional area within a business such as: Marketing; Human resources; Logistics; Finance.

Your understanding and skills can be developed further through progression to an apprenticeship or other qualifications, such as

- Level 4 qualifications in Business, Business Administration and/or Business Management
- BA(Hons) Business Administration
- ILM Leadership and Management

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WHAT WILL BE EXPECTED OF ME?

You will be expected to do all of the following as part of your day-to-day work:

- Read and research.
- Plan your work in a logical order and keep a record of your progress.
- Talk to your teachers about your ideas and how to achieve the best results.
- Practice tasks before sitting your exams.
- Meet deadlines.
- Keep a record of the work you have completed, including the grades and points you have been awarded

WHO WILL BE INVOLVED?

The subject teachers are responsible for planning lessons, preparing resources, assessing work and making sure the units are completed on time.

A quality nominee oversees all of the vocational courses to make sure that standards are being met.

ENTRY REQUIREMENTS

At least 5 GCSE Grades 9 – 4 or equivalent to include English.

FURTHER INFORMATION

Students must also complete the following in order to achieve the full award:

- Level 3 Coordinating Business Support – Theory exam
- Level 3 Coordinating Business Support - Synoptic assignment

In this externally set, internally marked and externally moderated assessment the focus is on bringing together, selecting and applying learning from across the qualification rather than demonstrating achievement against units or subsets of the qualification content. The candidate will be given an appropriately levelled, substantial, occupationally relevant problem to solve or outcome to achieve. For example, this might be in the form of a briefing from a client, leaving the candidate with the scope to select and carry out the processes required to achieve the client's wishes, as they would in the workplace.

This qualification is assessed by:

- externally marked exam
- synoptic assignment