

# Focus Awards Level 4 NVQ Diploma in Business Administration (RQF)

## Overview

The Level 4 NVQ Diploma in Business Administrations (RQF) qualification is suitable for learners who serve in a variety of positions, such as senior administration officers, senior administration managers, and senior personal assistants and secretaries. This Level 4 Business Administration qualification provides learners with the skills, experience, understanding, and competence necessary to function effectively in a high-level business administration position. The learners will understand business values, plus some opportunities to apply those to personal and professional growth. Additionally, learners can learn and demonstrate management responsibilities through various activities such as resource management, negotiating, agreeing on budgets, and promoting innovation and change, resolving administrative problems. The NVQ Level 4 Business Administration course is accredited by UK OFQUAL and is delivered 100% online with tutor support. For more information or clarification, please contact our team for free and comprehensive advice.

## Duration and Delivery

This Level 4 NVQ Diploma in Business Administration (RQF) is designed to be completed online at the pace that suits you the best. This fast track NVQ 4 Business Administration course can take as little as 4 months of full-time study or 1 year of part-time study to become a Certified Business Professional. The diploma in the business course is delivered through our Virtual Learning Environment (VLE), which refines your business administration skills. In addition, our online tutor support is there to facilitate you to achieve your success rate accordingly.

## Assessment & Verification

All units within this Level 4 Business Administration qualification are internally assessed by our qualified assessors and externally verified by the awarding organisation. The assessment takes the form of written assignments, witness testimony and/or direct observation, detailed guidance for which will be provided by the tutor. You will receive tutor support once you are enrolled on our online portal to assist you in reaching your goals.

## Eligibility Criteria

- Learners must be 18+
- Learners must have sufficient management experience, literacy, and numeracy skills to complete this course

## Progression

Successful completion of this business admin course enables learners to proceed to Level 5 courses, such as the **Level 5 Diploma in Management and Leadership**, the **OTHM Level 5 Diploma in Business Management**, and the **OTHM Level 5 Diploma in Accounting and Business**. This business admin course will also help you enhance your career profile and can count towards your continuous professional development.

334	Guided Learning Hours
570	Total Quality Time
13	Units
57	Credits

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## Unit Structure

- ✔ Communicate in a Business Environment
- ✔ Develop a Presentation
- ✔ Deliver a Presentation
- ✔ Manage Individuals' Performance
- ✔ Manage Team Performance
- ✔ Manage Personal and Professional Development
- ✔ Monitor Information Systems
- ✔ Manage an Office Facility
- ✔ Negotiate in a Business Environment
- ✔ Support Environmental Sustainability in a Business Environment
- ✔ Resolve Administrative Problems
- ✔ Manage the Work of an Administrative Function
- ✔ Promote Equality of Opportunity, Diversity and Inclusion