

Statement of Declared Purpose

Awarding organisation name	Active IQ
Title of regulated qualification	Active IQ Level 3 Diploma in Business Administration
Qualification level	Level 3
Qualification accreditation number	601/3547/5
Qualification type	Vocationally Related Qualification

Qualification overview

The aim of the Level 3 Diploma in Business Administration qualification is to provide learners with a combination of the essential business administration knowledge and skills required by those who wish to pursue or further a career in an administrative environment. This qualification gives learners the opportunity to gain a nationally accredited qualification which provides the essential knowledge, techniques and competencies required for an occupation in business administration.

Who could do this qualification?

There are no specific entry requirements, however a basic level of communication is required and learners must have access to a real work environment.

The qualification has been designed for:

- Individuals who are aged 16+ and who are working in a business administration role and can be used across a wide range sectors, private and public organisations such as local authorities, voluntary organisations and charities, leisure trusts and civil service.

Learners may also find it useful if they have already achieved a Level 2 qualification in a business administration-related discipline, such as the Level 2 Diploma in Business Administration.

What does the qualification cover?

During the qualification learners will cover the following:

- Principles of business.
- Principles of business communication.
- Communicating in a business environment.
- Principles of administration.
- Managing personal and professional development.

Qualification structure

To achieve the qualification learners must complete a minimum of 58 credits: 27 credits from Mandatory Group A and a minimum of 13 credits from Optional Group B. A maximum of 10 credits can come from Optional Group C and a maximum of 8 credits from Optional Group D.

Mandatory Group A

	Unit	Accreditation number	Level	Credit
1.	Principles of business	D/506/1942	3	10
2.	Principles of business communication and information	R/506/1940	3	4
3.	Communicate in a business environment	Y/506/1910	3	4
4.	Principles of administration	Y/506/1941	3	6
5.	Manage personal and professional development	T/506/2952	3	3

The full list of optional units can be found:

<https://www.activeiq.co.uk/qualifications/level-3/active-iq-level-3-diploma-in-business-administration/>

What could this qualification lead to?

Learners who achieve this qualification will have demonstrated occupational competence over time, proving their ability to perform their job role consistently. This accredited achievement is valued and recognised by employers and can assist learners to improve their career opportunities, progression and earning potential, alongside helping to secure long-term employment.

Learners will be able to progress to the following job roles:

- Personal assistant.
- Executive assistant.
- Administration team leader.
- Administration executive.
- Legal secretary or medical secretary.

Will the qualification support progression to further learning, and, if so, what?

The qualification is designed to offer entry to employment; however, learners can also progress onto the following qualifications and apprenticeship framework:

- Active IQ Level 4 NVQ Diploma in Management.
- Advanced Apprenticeship in Business Administration.

Is this qualification available as an apprenticeship?

Yes, this qualification is available in the following apprenticeship framework:

- Advanced Apprenticeship in Business Administration.

Is this qualification eligible for an Advanced Learner Loan?

No, this qualification is not available within the Advanced Learner Loan catalogue.

Similar qualifications

There are no similar qualifications at the level.

Who supports the qualification?

Support for the qualification has been provided by the following professional body:

- The Chartered Institute for the Management of Sport and Physical Activity (CIMSPA).

To read more about CIMSPA, please visit <http://www.cimspa.co.uk/>