

Focus Awards • Level 3 • Qualification No. 601/6112/7

Level 3 Certificate in the Principles of Business and Administration (RQF)

A 100% online certificate in the principles of business administration — for those working, or wanting to work, in administration who want to build management skills.

Ready to get started?

Enrol on the Level 3 Certificate in the Principles of Business and Administration today and get instant access to your Virtual Learning Environment.

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[Speak to an advisor](#)
17

CREDITS

170

TQT

136

GLH

5

UNITS

■ Overview

The Level 3 Certificate in the Principles of Business and Administration (RQF) is an accredited, Ofqual-regulated, 100% online qualification. It gives learners in-depth knowledge of administrative activities such as meeting planning, information management and maintaining administrative services, and shows how to contribute to departmental and organisational change.

■ Who is it for?

- Learners who want to develop skills and qualities that employers value
- Those preparing for better job opportunities, such as a managerial role
- Anyone who wants to pursue a higher level of education

■ Duration & delivery

Study online at your own pace through our Virtual Learning Environment (VLE), with unlimited tutor support available throughout.

2 months full-time

6 months part-time

■ Assessment & verification

All units are internally assessed by qualified assessors and externally verified by the awarding organisation. Assessment takes the form of written assignments, with detailed guidance from your tutor once you are enrolled.

■ Progression

Successful completion enables learners to progress to Level 4 courses, including:

OTHM Level 4 Diploma in Business Management

OTHM Level 4 Diploma in Accounting and Business

Level 4 NVQ Diploma in Business Administration (RQF)

Level 4 NVQ Diploma in Customer Service (RQF)

■ Course facts

Awarding body	Focus Awards
Qualification No.	601/6112/7
Level	Level 3
Regulator	Ofqual
Study mode	100% online
Minimum age	16+

■ Unit structure

- 1 Principles of Personal Responsibilities and How to Develop and Evaluate Own Performance at Work
- 2 Principles of Working with and Supervising Others in a Business Environment
- 3 Principles of Managing Information and Producing Documents in a Business Environment
- 4 Principles of Providing and Maintaining Administrative Services
- 5 Principles of Project Management

■ Entry requirements

Learners must be 16 or older to enrol.

Have a question?

Our advisors can talk you through funding, timelines and next steps — free, no obligation.

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