

Focus Awards • Level 4 • Qualification No. 601/7650/7

Level 4 NVQ Diploma in Business Administration (RQF)

A 100% online, competence-based diploma for senior administrators and aspiring managers — building the skills to work effectively in a high-level administration role.

Ready to get started?

Enrol on the Level 4 NVQ Diploma in Business Administration today and get instant access to your Virtual Learning Environment.

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57
 CREDITS

570
 TQT

334
 GLH

13
 UNITS

■ Overview

The Level 4 NVQ Diploma in Business Administration (RQF) is an accredited, Ofqual-regulated, 100% online qualification for people in roles such as senior administration officer, senior administration manager and senior personal assistant or secretary. It builds the skills, understanding and competence needed in a high-level administration position, including resource management, negotiating, agreeing budgets, promoting innovation and change, and resolving administrative problems.

■ Who is it for?

- Learners who want to advance to a Level 5 Diploma or higher-level education
- Those working in business administration who want to boost their job prospects
- Anyone looking to improve their managerial abilities
- Learners who want to strengthen personal and professional skills valued by industry

■ Duration & delivery

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

4 months fast-track, full-time

1 year 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, witness testimony and/or direct observation, with detailed guidance from your tutor once you are enrolled.

■ Unit structure

- 1 Develop a Presentation
- 2 Deliver a Presentation
- 3 Communicate in a Business Environment
- 4 Manage Personal and Professional Development
- 5 Prepare Specifications for Contracts
- 6 Manage Knowledge in an Organisation
- 7 Establish Business Risk Management Processes

- 8 Manage the Work of an Administrative Function
- 9 Resolve Administrative Problems
- 10 Promote Equality of Opportunity, Diversity and Inclusion
- 11 Support Environmental Sustainability in a Business Environment
- 12 Negotiate in a Business Environment
- 13 Monitor Information Systems

■ Course facts

Awarding body	Focus Awards
Qualification No.	601/7650/7
Level	Level 4
Regulator	Ofqual
Study mode	100% online
Minimum age	18+

■ Entry requirements

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

■ Career paths

- Senior Administration Officer
- Senior Administration Manager
- Senior Personal Assistant
- Senior Secretary

■ Progression

Successful completion enables learners to progress to Level 5 courses, including:

Level 5 Diploma in Management and Leadership
OTHM Level 5 Diploma in Business Management
OTHM Level 5 Diploma in Accounting and Business

Have a question?

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

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