FOCUS AWARDS

DIPLOMA IN BUSINESS ADMINISTRATION (RQF)
(QRN – 601/5898/0)

LEVEL 3

FACT SHEET

Who is Level 3 Diploma in Business Administration for?

- Candidates who want to progress to higher education programmes
- Employees who want to progress in their career
- Candidates looking for potential job roles in administrative settings

Course Duration

4-6 months

Total Credits

60 credits

Mandatory Units	Common Optional Units
Communicate in a business environment	Presentation software
Manage personal and professional development	Develop a presentation
Principles of business communication and information	Deliver a presentation
Principles of administration	Word processing software
Principles of business	Create bespoke business documents
	Produce business documents
	Principles of leadership and management

Progression Routes

- A higher education programme in the appropriate field of study
- Potential job roles in administrative settings

Is Government funding available for this qualification?

- Yes

19+ Advanced Learner Loans*

*Eligibility criteria applies https://www.gov.uk/advanced-learner-loan/eligibility

Course Fees

Tuition Fees £2573

*UK/EU students are eligible to apply for funding via the Student Loans Company.

So why wait? Call us today to explore your learning opportunities

CONTACT US
Barking Enterprise Centre
50 Cambridge Road
Barking, IG11 8FG

EMAIL US
info@resultsco.org.uk
WEBSITE
www.resultsco.org.uk

TALK TO US
02085919138

RESULTS.