

# Principles of Business & Admin

## Level 3



### Who would benefit from this certificate?

The certificate covers the essentials of business administration, from event support to project management.

Level 3 is aimed at individuals already working in an administrative role but looking to move into a leadership role by learning how to effectively supervise others and contribute to wider departmental or organisational change.

### What does the qualification cover?

Learners are required to complete four mandatory units together with a minimum of two credits' worth of units from the optional list:

#### Mandatory units

- Principles of personal responsibilities and working in a business environment
- Principles of providing administrative services
- Principles of managing information and producing documents
- Principles of working with and supervising others in a business environment

#### Optional Units

- Principles of supporting change in a business environment (1 credit)
- Principles of maintaining stationery stock (1 unit)
- Principles of working in the public sector (5 credits)
- Principles of project management (2 units)
- Principles of contributing to innovation and change (2 units)

#### Course overview

<b>Qualification:</b>	Certificate
<b>Credits:</b>	13—17
<b>Duration:</b>	6—24 months
<b>Learning:</b>	With assessor
<b>Assessment:</b>	Assignments

For more information contact Optimas Training on 01709 33 11 63 or visit [www.optimas-training.co.uk](http://www.optimas-training.co.uk)

