

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

601/6112/7

Qualification Summary

Key Information

Level

3

Sector

Administration

Qualification Type

Occupational Qualification

Total Qualification Time

170

Credit Value

17

Guided Learning Hours

136

Status

Available to learners

Methods of Assessment

Portfolio of evidence

Minimum Age

16



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Focus Awards Level 3 Certificate in the Principles of Business and Administration

QRN: 601/6112/7

GLH: 136

TQT: 170

Credit: 17

Qualification Purpose:

Focus Awards Level 3 Certificate in the Principles of Business and Administration (RQF) is aimed at those learners who work or wish to work in a business and administrative environment.

The Focus Awards Level 3 Certificate in the Principles of Business and Administration (RQF) aims to provide learners with knowledge and understanding across a range of business and administrative principles.

Learners undertaking this qualification will gain an understanding of business and administration covering aspects including, the principles of working with and supervising others, managing information and maintaining administrative services within a business environment.

Age Ranges

Entry is at the discretion of the centre; however learners should be 16 to undertake this qualification.

Geographical Coverage

This qualification is available in England and Northern Ireland.

Learner Entry Requirements

There are no specific entry requirements for this qualification.



Reasonable Adjustments and Special Considerations

Please refer to the Focus Awards 'Reasonable Adjustments and Special Considerations Policy'. A copy is available for download from the Focus Awards website at the following url: <https://www.focusawards.org.uk/wp-content/uploads/2016/08/Reasonable-Adjustments.pdf>

Assessment Methods

This qualification is Internally Assessed. Each learner must create a portfolio of evidence that demonstrates achievement of all the learning outcomes and assessment criteria associated with each unit.

The main pieces of evidence for the portfolio could include some or all of the following:

- Assessor observation
- Witness testimony
- Learner product
- Worksheets
- Assignments/projects/reports
- Record of oral and written questioning
- Learner and peer reports
- Recognition of prior learning (RPL)

Progression Routes

Learners wishing to progress from this qualification can undertake the following qualifications:

- Focus Awards Level 3 Diploma in Business Administration
- Focus Awards Level 3 Diploma in Customer Service

Supporting Material and Useful Websites

- www.focusawards.org.uk/supportingmaterials
- www.skillsfca.org
- www.gov.uk/government/organisations/ofqual



Qualification Structure

Learners must achieve all 4 mandatory units (15 credits) and optional units (minimum 2 credits) to achieve a total of 17 credits.

Mandatory Units

Unit Title	Unit Reference	Level	Credit	Guided Learning Hours
Principles of personal responsibilities and how to develop and evaluate own performance at work	D/601/7644	3	4	32
Principles of working with and supervising others in a business environment	H/601/7645	3	3	24
Principles of managing information and producing documents in a business environment	M/601/7647	3	4	32
Principles of providing and maintaining administrative services	M/601/7650	3	4	32

Optional Units

Unit Title	Unit Reference	Level	Credit	Guided Learning Hours
Principles of supporting change in a business environment	L/601/7641	2	1	8
Principles of maintaining stationery stock	Y/601/7643	2	1	8
Principles of project management	A/601/7652	3	2	16
Principles of budgets in a business environment	F/601/7653	3	2	16
Principles of contributing to innovation and change	J/601/7654	3	2	16
Principles of working in the Public Sector	K/602/1535	2	5	40
Principles of working in the Public Sector	M/602/1536	3	7	56

Staff Requirements

Requirements for Tutors/Instructors

Tutors delivering the qualification will be required to hold or be working towards a teaching qualification. This may include qualifications such as the Levels 3, 4 or 5 in Education and Training, or a Certificate in Education. Focus Awards will however; consider other teaching qualifications upon submission. Tutors must also be able to demonstrate that they are occupationally competent within the sector area.

Requirements for Assessors

Assessors will be required to hold, or be working towards a relevant assessing qualification. This includes qualifications such as:

- Level 3 Award in Assessing Competence in the Work Environment
- Level 3 Award in Assessing Vocationally-Related Achievement
- Level 3 Certificate in Assessing Vocational Achievement

Focus Awards will however; consider other relevant assessing qualifications upon submission.

Assessors who only hold the Level 3 Award in Understanding the Principles and Processes of Assessment will be required to complete an additional programme of study to achieve the relevant competency units required for one of the qualifications listed above.

Trainee assessors who do not hold an assessment qualification will require their decisions to be countersigned by a suitably qualified assessor.

Assessors must also be able to show they are occupationally competent within the sector area

Requirements for Internal Quality Assurers (IQA)

Internal Quality Assurers should hold or be working towards the following an IQA qualification. This may include qualifications such as the V1 (previously D34), or the Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice. Focus Awards will however; consider other relevant IQA qualifications upon submission. Trainee IQAs who do not hold an IQA qualification will require their decisions to be countersigned by a suitably qualified IQA. IQAs must be able to demonstrate occupational competence.

