

## Level 3 Advanced Apprenticeship in Business Administration (QCF)

### About the course

The BTEC Level 3 Certificate offers an engaging programme for those who are clear about the vocational area they want to learn more about. These learners may wish to extend their programme through the study of a related GCSE, a complementary NVQ or other related vocational or personal and social development qualification. These learning programmes can be developed to allow learners to study complementary qualifications without duplication of content.

### Structure of Course

Qualification credit value: a minimum of 17 credits.  
Learners must take four mandatory units – 15 credits.  
Learners must achieve at least two credits from the optional units.

### Assessment

The overall grade for each qualification is a 'pass'. The learner must achieve all the required units within the specified qualification structure.

To pass a unit the learner must:

- Achieve all the specified learning outcomes
- Satisfy all the assessment criteria by providing sufficient and valid evidence for each criterion
- Show that the evidence is their own.

The qualifications are designed to be assessed:

- In the workplace or
- In conditions resembling the workplace, as specified in the assessment requirements/strategy for the sector, or
- As part of a training programme.

### Contact us

**Call:** 0844 248 0515  
**Email:** sales@ixionholdings.com  
**Web:** www.ixionholdings.com

### Course Modules

#### Mandatory Group –

- Unit 9 Principles of Personal Responsibilities and how to develop and evaluate own Performance at Work
- Unit 10 Principles of Working with and Supervising Others in a Business Environment
- Unit 11 Principles of Managing Information and Producing Documents in a Business Environment
- Unit 12 Principles of Providing and Maintaining Administrative Services

#### Unit Optional units

- Unit 4 Principles of Supporting Change in a Business Environment
- Unit 6 Principles of Maintaining Stationery Stock
- Unit 7 Building Working Relationships with Customers
- Unit 8 Principles of Working in the Public Sector
- 13 Principles of Project Management
- Unit 14 Principles of Budgets in a Business Environment
- Unit 15 Principles of Contributing to Innovation and Change
- 16 Principles of Working in the Public Sector.

*Remaining units can be found on the providing qualification board's website*