

## PRODUCT SHEET



### LEVEL 4 NVQ DIPLOMA IN BUSINESS ADMINISTRATION (QCF)

#### Qualification Overview

The purpose of this Level 4 NVQ Diploma in Business Administration (QCF) is suitable for learners who are working with autonomy and personal responsibility within a business environment that want a qualification that reflects their current role. This qualification is also suitable for those who supervise others as part of their role. The Level 4 NVQ Diploma in Business Administration (QCF) will provide learners with an array of business functional areas and specialisms from which they may achieve competence in a variety of contexts.

#### Qualification Structure

To achieve the Level 4 NVQ Diploma in Business Administration (QCF) learners must complete a minimum of 57 credits: 18 credits from Mandatory Group A and a minimum of 26 credits from Optional Group B. A maximum of 13 credits can come from Optional Group C. At least 30 of the credits must be achieved at Level 4 or above.

#### Is this Qualification eligible for funding?

View the [Learning Aims Database](#) for funding eligibility.

#### Support Materials Available

A support pack is available to centres approved to deliver this qualification. An Evidence Logbook is available to centres upon registration of Learners.

#### Progression Opportunities

QCF units may appear in other larger qualifications on the QCF, you can check this by visiting the Register of Regulated Qualifications at <http://register.ofqual.gov.uk>, use the URN to search for the unit and click on linked unit to the view the units of other qualifications.

#### KEY FACTS

Qualification Type	QCF
Level	4
Assessment Method	Portfolio of evidence
FAQ Product Code	L4NVQDBA
Qualification Accreditation Number	601/3871/3
Guided Learning Hours	253-388
Operational Start Date	01/09/2014
Review Date	See Future Website
Certification End Date	See Future Website
Age Ranges	18+, 19+