

# CMC Aust Marketing Qualifications Information Sheet: OCR Level 3 Diploma in Business and Administration – Management Option

## Introduction

In the Level 3 Diploma learners can choose from a bank of optional units which show their ability to manage projects, problem-solve, negotiate, recruit and supervise, manage, develop and lead a team. This qualification is a competence based qualification. It is aimed at people who already have experience of business skills and wish to specialise in management.

## Target audience

The Level 3 Diploma is a competence based qualification. It is suitable for learners working at team leader or first line level who provide leadership and motivate their team, develop and improve performance and contribute to managing change. This qualification can provide preparation for first line or middle management roles.

## Qualification structure

### OCR Level 3 Diploma in Business and Administration

To achieve a Level 3 Diploma in Business and Administration- Management Option, you must complete a **minimum of 40 credits**, of which, **at least**

**27 credits** must come from **units at level 3**:

1. **13 credits** must be completed from **GROUP A MANDATORY UNITS**; and
2. A **minimum of 14 credits** from **GROUP B OPTIONAL UNITS** \*
3. A **minimum of 13 further credits** from **GROUP B OPTIONAL UNITS** or **GROUP C OPTIONAL**

**Cost:** 24+ age group can fund their course via a low cost 24+ Advanced Learning Loan and borrow the £1500 course fee on the same terms as a student loan. See details about the

24+ Advanced Learning Loan on our web site. Course fee without funding £1500.

**To apply for courses or for any qualifications questions contact Kate on 01227 738618 or 07802 250508 or email [kate@cmcaustmarketing.co.uk](mailto:kate@cmcaustmarketing.co.uk)**

**See our web site for more information about the range of qualifications on offer from CMC Aust Marketing**

**[http://www.cmcaustmarketing.co.uk/nvq\\_qualifications](http://www.cmcaustmarketing.co.uk/nvq_qualifications) .**

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**GROUP A MANDATORY UNITS (13 credits)**

Level	Unit number	Title	Credits
3	301	Manage own performance in a business environment	3
3	302	Evaluate and improve own performance in a business environment	3
3	303	Work in a business environment	4
3	309	Communicate in a business environment	4

**GROUP B OPTIONAL UNITS (Minimum of 14 credits, 13 further credits from B or C)****B1: WORK RESPONSIBILITIES**

Level	Unit number	Title	Credits
3	304	Solve business problems	4
3	305	Work with other people in a business environment	4
3	306	Contribute to decision-making in a business environment	3
3	307	Negotiate in a business environment	5
3	308	Supervise a team in a business environment	6

**B3: PROJECT MANAGEMENT**

Level	Unit number	Title	Credits
3	327	Contribute to running a project	5

**GROUP C OPTIONAL UNITS****C4: LEADERSHIP AND MANAGEMENT**

Level	Unit number	Title	Credits
4	422	Manage physical resources	3
4	423	Manage the environmental impact of work activities	5
4	426	Provide leadership and direction for own area of responsibility	5
4	427	Support learning and development within own area of responsibility	5
4	428	Develop working relationships with colleagues and stakeholders	4