

CMC Aust Marketing Qualifications Information Sheet: OCR Level 3 Diploma in Business and Administration

Introduction

In the Level 3 Diploma learners can choose from a bank of optional units which show their ability to complete administration projects and tasks. This qualification is a competence based qualification. It is aimed at people who already have experience of business skills and wish to specialise in administration.

Target audience

The Level 3 Diploma is a competence based qualification. It is suitable for learners working at specialist or first line level who provide administrative support and leadership. 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**

See attached Datasheet for detailed list of units.

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.

Turn real work experience into qualifications for motivation, personal development and career progression.

CMC Aust Marketing offers NVQ Qualifications, Certificate and Diploma courses at Level 2,3,4 and 5, in Management, Business Administration, and Customer Service. Courses are delivered in the workplace, with online learning, distance learning, workplace assessment and one to one tuition, coaching and support. You can start at any time to suit you. Our Assessors are friendly, helpful and are business people in their own right with a wide range of business experience.

We are an accredited OCR NVQ and Qualifications Centre with 99.5% employer and individual satisfaction.

Learners generally complete within 6 months and we work flexibly to minimise time away from the job and to fit in with workplace requirements.

These qualifications are all accredited to the national QCF Framework.

To apply for courses or for any qualifications questions contact Kate on 01227 738618 or 07802 250508 or email 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 .