

CMC Aust Marketing Qualifications Information Sheet:

OCR Level 4 Certificate in Business and Administration

Qualification Accreditation Number 500/9508/0

Introduction

In the Level 4 Certificate learners can choose from a bank of optional units which show their ability to manage projects, problem-solve, negotiate, recruit and supervise, manage and run an office. This qualification is a competence based qualification. It is aimed at people who already have experience of office-based skills and wish to specialise in business and administration functions; ideally in a supervisory role.

Target audience

The Level 4 Certificate is a competence based qualification. It is aimed at people who already have experience of office-based skills and wish to specialise in business and administration functions; ideally in a supervisory role. The qualifications are suitable for learners who manage projects, solve business problems, negotiate, supervise, manage and run an office, ideally in a management or specialist role. This qualification can provide preparation for a middle management role, or allow learners managing at middle manager level who wish to consolidate their skills to progress their career.

Qualification Structure

To achieve a **Level 4 Certificate in Business and Administration**, you must complete a **minimum of 30 credits**, of which **20 credits** must be selected from **units at level 4**:

1. **20 credits** must be completed from **GROUP A MANDATORY UNITS**; and
2. A **minimum of 10 credits** from **GROUP B OPTIONAL UNITS** – please see barred combinations below *

Cost: £1500, no funding options available.

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 .

CMC Aust t/a CMC Aust
Marketing

1 Primrose Hill
Chartham Hatch
Canterbury
CT4 7NR
01227 738618 /07802 250508
VAT 621 9642 41

GROUP A: MANDATORY UNITS (20 credits)

LEVEL	UNIT NO.	UNIT TITLE	CREDITS
4	Unit 401	Manage and be accountable for own performance in a business environment	3
4	Unit 402	Evaluate and improve own performance in a business environment	4
4	Unit 403	Support the purpose and values of an organisation	3
4	Unit 404	Support sustainability in a business environment	3
4	Unit 405	Assess, manage and monitor risk in a business environment	4
4	Unit 409	Communicate in a business environment	3

GROUP B: OPTIONAL UNITS (Minimum of 10 credits)

4	Unit 406	Evaluate and solve business problems	6
4	Unit 407	Make decisions in a business environment	4
4	Unit 408	Negotiate in a business environment	7
4	Unit 414	Manage an office facility	6
4	Unit 415	Propose and design administrative services	8
4	Unit 416	Prepare, co-ordinate and monitor operational plans	6
4	Unit 417	Implement, monitor and maintain administrative services	7
3	Unit 327	Contribute to running a project	5
5	Unit 505	Manage a project	10
3	Unit 320	Plan and organise an event	4
3	Unit 321	Co-ordinate an event	4
3	Unit 322	Plan and organise meetings	5
3	Unit 323	Organise business travel or accommodation	5
3	Unit 324	Evaluate the organisation of business travel or accommodation	2
4	Unit 413	Chair meetings	4
3	Unit 310	Develop a presentation	3
3	Unit 311	Deliver a presentation	3
3	Unit 328	Deliver, monitor and evaluate customer service to internal customers	3

3	Unit 329	Deliver, monitor and evaluate customer service to external customers	3
3	Unit 353	Use customer service as a competitive tool	8
3	Unit 354	Monitor and solve customer service problems	6
4	Unit 429	Plan, organise and control customer service operations	10
3	Unit 316	Support the design and development of an information system	7
3	Unit 317	Monitor information systems	7
3	Unit 318	Analyse and report data	6
4	Unit 410	Design and develop an information system	7
4	Unit 411	Manage and evaluate an information system	6
3	Unit 319	Order products and services	5
3	Unit 330	Agree a budget	4
4	Unit 412	Prepare specifications for contracts	5
4	Unit 421	Manage budgets	5
5	Unit 501	Invite tenders and select contractors	6
5	Unit 502	Monitor and evaluate contracts	6
4	Unit 418	Contribute to innovation in a business environment	6
4	Unit 419	Plan change for a team	6
5	Unit 503	Plan change across teams	6
5	Unit 504	Implement, monitor and review change	6
4	Unit 422	Manage physical resources	3
4	Unit 423	Manage the environmental impact of work activities	5
4	Unit 428	Develop working relationships with colleagues and stakeholders	4
4	Unit 426	Provide leadership and direction for own area of responsibility	5
4	Unit 427	Support learning and development within own area of responsibility	5
5	Unit 521	Monitor and review business processes	3
5	Unit 524	Recruit staff in own area of responsibility	4

*** BARRED COMBINATIONS OPTIONAL GROUP B**

- Either unit 316 (Support the design and development of an information system – L/601/2536) or unit 410 (Design and develop an information system – T/601/2563) may be selected from Group B7: Manage Information and Data, but not both