

EDI Level 3 Certificate in Principles of Business and Administration

Qualification Title	EDI Level 3 Certificate in Principles of Business and Administration
Qualification Type	QCF
Level	3
Qualification Overview	<p>This qualification is suitable for those who wish to gain knowledge of administration. It is particularly appropriate as a Technical Certificate for those undertaking the Advanced Apprenticeship in Business and Administration.</p> <p>A mixture of mandatory and optional units is included, which learners must complete to achieve the overall qualification. The mandatory units cover generic knowledge which is needed for administrative roles, and the optional units allow learners to specialise according to their own areas of interest.</p>
Qualification Structure	<p>To achieve the EDI Level 3 Certificate in Principles of Business and Administration, you must complete a minimum of 17 credits:</p> <ul style="list-style-type: none"> ▪ Fifteen credits must be completed from GROUP A MANDATORY UNITS; and ▪ A minimum of 2 credits from GROUP B OPTIONAL UNITS <p>Group A Mandatory Units CT191 Principles of Personal Responsibilities and How to Develop and Evaluate Own Performance at Work (4 credits) CT192 Principles of Working With and Supervising Others in a Business Environment (3 credits) CT193 Principles of Managing Information and Producing Documents in a Business Environment (4 credits) CT194 Principles of Providing and Maintaining Administrative Services (4 credits)</p> <p>Group B Optional Units CT185 Principles of Supporting Change in a Business Environment (1 Credit) CT187 Principles of Maintaining Stationery Stock (1 Credit) CT188 Principles of Project Management (2 Credits) CT189 Principles of Budgets in a Business Environment (2 Credits) CT190 Principles of Contributing to Innovation and Change (2 Credits)</p>
Assessment Method	Multiple Choice
Additional Information	

EDI Qualification Number	CTPBA3
QCA Accreditation Number/LAD Reference	500/9343/5
Guided Learning Hours	We recommend that 136 guided learning hours provide a suitable course length for an 'average' learner at this level
Accreditation Start Date	1 August 2010
Accreditation End Date	31 December 2013
Certification End Date	31 December 2016
Age Ranges	16-18, 18+, 19+
Is this qualification eligible for LSC funding?	Yes
Available Online	Yes
Multiple Choice	Yes
Technical Certificate	Yes
Support Materials Available	<ul style="list-style-type: none"> ▪ A Specification is available to download from the EDI website ▪ A Support Pack is available to centres approved to deliver this qualification
Information Sheet Issue Date	14 July 2010



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