

EDI Level 3 Certificate in Principles of Business and Administration

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| 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, learners must complete a minimum of 17 credits:</p> <ul style="list-style-type: none"> ▪ 15 credits must be completed from Group A mandatory units; and ▪ A minimum of two 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) CT310 - Principles of Working in the Public Sector (Level 2 & 5 credits) CT311 - Principles of Working in the Public Sector (Level 3 & 7 credits)</p> |
| Assessment Method | Multiple choice |

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| Additional Information | |
| EDI Qualification Number | CTPBA3 |
| Regulator 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 funding? | Yes |
| Available Online | Yes |
| Multiple Choice | Yes |
| Technical Certificate | Yes |
| Support Materials Available | <ul style="list-style-type: none"> ▪ A Learner Pack is available to download from the EDI website ▪ A Support Pack containing important information relating to the delivery and assessment of the qualification is available for Centres to download from the EDI website |
| Information Sheet Issue Date | 23 February 2012 |



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