

# 2015 – OCR Level 4 Diploma In Business & Administration

## OCR Level 4 Diploma in Business and Administration

Qualification Ref 600/8145/4

### Course Offer

- The Course is available through electronic learning.
- The average course is 18-24 months; however your own length of learning will be individually agreed.
- The maximum number of workplace visits will be one visit per calendar month.
- There will be an individually agreed programme of on and off the job learning

### Achievement

To achieve a Level 4 Diploma in Business and Administration, you must complete a minimum of 40 credits, of which must be achieved at level 4.

LEVEL	UNIT TITLE	CREDIT VALUE	PLEASE TICK
<b>MANDATORY UNITS</b>			
4	Supporting business activities	5	
4	Managing sustainability and risk	5	
4	Communicating in business	5	
4	Culture and ethics in a business environment	5	
4	Business administration systems	5	
4	Managing people and performance in a business environment	5	
4	Personal effectiveness in a business environment	5	
4	Managing business facilities	5	