






**Advance your
business and
management skills
and credentials.**



Designed for business admins seeking to advance their strategic knowledge and skills within their administrative roles. Practical modules that mirror the tasks and duties inherent in real-world responsibilities of business admin positions. Gain accredited, recognised credentials in the industry and enhance your value to the markets.

Contact

-  www.dynamo-training.co.uk
-  training@dynamo-training.co.uk
-  01736 753933

Pearson Accredited
**Level 3
Business
Administration**

Diploma



Who is this for?

The Pearson BTEC Level 3 Diploma in Business Administration is for learners who work in, or who want to work in Business Administration in roles.

What do you gain?

Skill development

A wide range of business and management knowledge related to business administration systems, communicating in a business, managing information and knowledge, project management and managing self-development, and more.

Level 3 Diploma | Professional Qualification

A recognised, accredited certification and qualification in a Level 3 Diploma for Business Administration.

Career progression

You can progress onto the level 4 Business Administration or management programmes.

Available for employed and unemployed

If you are out of work and want to develop your skills in administration this course can help you.

Apply today:

You can apply straight from this course page on our site or by contacting us directly for support with our team.

Contact

01736 753933
www.dynamo-training.co.uk
training@dynamo-training.co.uk



Program

Pearson BTEC Level 3 Diploma in Business Administration

DIPLOMA

Duration – 7 months
(can be completed earlier).
Accredited : Pearson
Cost : £1265

All five of the modules will be completed.

Modules

Business Fundamentals

Understanding Your Employer Organisation

Understanding Personal Effectiveness in an Administrative Work Environment

Using IT for Business Communicating in a Business Environment

Managing Administrative Services

Project Management

Managing Personal Effectiveness in an Administrative Job Role

Overview

→ Delivery

Blended learning approach with 1 – 1 tutor support. Flexible delivery with eLearning platform to access all course materials.

→ Assessment

BTEC assignment assessed by tutor and externally quality assured by Pearson.

→ Eligibility

You must hold a level 2 qualification in business admin, customer services or equivalent.

→ Funding

The full cost of the course is £1,265. This course can be funded via Advanced Learner Loans. ELCAS funding is also available for members of the Armed Forces or have reached the end of active service.

Please contact our team for more information on funding options.

→ Accreditation

This Qualification is accredited by Pearson.

