

Level 3 Diploma in Business and Administration

Central Training is a training company that delivers a range of training programmes for young people, adults and businesses across London, Herts and Essex.

The level 3 programme is aimed at candidates, in a supervisory position, who are involved in developing, implementing and maintaining administrative services for customers and clients.

To achieve this qualification, learners must complete a minimum of 40 credits.

Mandatory Units

- Manage own performance in a business environment
- Evaluate and improve own performance in a business environment
- Work in a business environment
- Communicate in a business environment

Optional Units

- Work with other people in a business environment
- Supervise a team in a business environment
- Supervise an office facility
- Design and produce documents in a business environment
- Plan and organise an event
- Plan and organise meetings
- Organise business travel or accommodation
- Monitor and solve customer service problems
- Monitor information systems
- Analyse and report data
- Order products and services
- Agree a budget