

For the attention of the Business and Administration co-ordinator

March 2007

Qualification

Diploma and Advanced Diploma in Business Administration

Level

2 & 3

Number

4412 (100/5790/0, 100/5791/2)

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This news sheet contains the following information:

- Review update
- 4413 development plans
- CfA Technical Certificate recognition
- Last Registration information for 4412 Diplomas

This edition of News follows the previous edition sent in **December 2006**.

Review update

Further to the December 2006 update there has been significant progress on the revamping of this qualification.

The final draft versions of the core units are now available for you to view, please follow the links below, please be aware that changes may be requested by the regulator prior to accreditation.

We have decided to give this revamped qualification a new title and number, 4413 Levels 2 & 3 Certificates in Business and Administration and all future correspondence will now be produced under this new qualification number and title.

4413 development plans

NEWS

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Syllabus Content

- Two units, as detailed below, no specific content deleted but content streamlined and duplication/overlap eliminated
- IT content to be based on underpinning knowledge of IT. The learners' IT skills will not be assessed, although the learners will be encouraged to produce assignments using IT applications.

The following titles are the final edited titles

Unit 201 Supporting the Business Environment

- 201.1 Describe the organisation
- 201.2 Describe legislation within the business environment
- 201.3 Meet organisational requirements

Unit 202 Working Effectively Within the Business Environment

- 202.1 Plan and prioritise own work
- 202.2 Communicate information
- 202.3 Identify basic information technology applications and equipment
- 202.4 Continuously improve self and the organisation

At level 3 the proposed units are

Unit 301 Managing the Business Environment

- 301.1 Explain the operation of the organisation
- 301.2 Apply legislation within the business environment
- 301.3 Monitor the meeting of organisational requirements

Unit 302 Ensuring Effective Work within the Business Environment

- 302.1 Plan the work of self and others
- 302.2 Manage and improve communication and information systems
- 302.3 Explain the use of information technology
- 302.4 Continuously improve self, others and the organisation

Assessments

- One integrated synoptic assignment, ie. Covering both units
- Multiple-choice test for both levels 2 & 3, to be available online/GOLA
- Multiple-choice test for both levels will include questions on IT underpinning knowledge
- Assignments and multiple-choice test will be graded pass, credit, distinction

Certification

- One single certificate, listing units and grades for candidates that successfully complete both assessments. Candidates that only successfully complete one assessment will receive a notification of results

Timescales

We plan to have this initial revised qualification in place by end of April 2007

Phase 2 plans

The second phase of this development will be to introduce the new revised e-Quals units in September 2007, initial thoughts are that we would import the level 1 and level 2 units. Candidates who then complete the 2 core units and the stated number of e-Quals units would be awarded either a Diploma or Advanced Diploma in Business and Administration.

We will keep you updated regarding further developments as and when relevant.

CfA Technical Certificate recognition

CfA have now formally given their approval and recognition for the 4413 Certificates in Business and Administration as a new qualification and Technical Certificate

Last registration date for 4412 Diplomas

Further to the agreement of the regulator, it is our intention to have the last registration date of 31 December 2007 for the Diploma and Advanced Diploma in Business Administration.

Attached papers

- Unit 201
- Unit 202
- Unit 301
- Unit 302