
Level 4 Certificate in Business and Administrative Management



This Level 4 Certificate programme (equivalent to the first year of a bachelor degree) has been specifically designed for experienced PAs, EAs, Office and Administration Managers who are already operating at a more senior level and want to gain formal qualification in their field. It is also ideal for those aspiring to move into a more senior role within business and administrative management.

This is a modular qualification, which consists of 4 units. Each unit is delivered over 2 days, in our Manchester Academy. Students are then assessed on those units through written assessment methods such as reports, project plans, learning journals and practical work.

There are no formal entry requirements for this programme – just work experience as an EA, PA or Administrator, as well as the desire and commitment to succeed.

On this Level 4 qualification programme, you'll study:

- Leadership, management and the role of the strategic Executive Assistant.
- Strategy, commercial awareness and business acumen.
- Management skills for senior administrative staff.
- Effective office and administrative management.

Level 4

Course duration:

Students usually complete the course in 12 months, though it may be possible to complete the course sooner if you fast-track your learning with dedicated study time and by choosing the right course dates.

As this is a tutor-led programme, full feedback is given throughout the course, and if you do not pass your assessment(s) then you will be given full feedback and the opportunity to re-submit your work.

Course costs:

Manchester: **Please enquire**

Course dates:

Please enquire