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| Scheme of WorkBTEC Level 1 Award in Business Administration |
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| **Scheme of Work**  |
| **BTEC Level 1 Award in Business Administration** |
| Version Number | 1.0 |
| Implementation Date | 01 JULY 2017 |
| Peregrinate Scheme Manager | Angela Mollan, Chris Mollan |
| Approved by Senior Management | 01 JUNE 2017 |
| Approving Signature | Angela Mollan |
| Review Date | 01 JULY 2019 |

The Pearson BTEC Level 1 Award in Business Administration has been developed to give learners the opportunity to engage in learning which is relevant to them and will provide opportunities to develop a range of skills and techniques, personal skills and attributes essential for successful performance in working life.

This qualification is supported by the Council for Administration, the Sector Skills Council (SSC) for business and administration.

Topics covered:

* Unit 21 Creating Business Documents
* Unit 27 Job Opportunities in Business Administration
* Unit 28 Word Processing Software

There are many optional units to choose from depending on individual needs and interests.

For more than 25 years, BTEC’s have earned their reputation as well established, enduringly effective qualifications. They have a proven track record of improving motivation and achievement. BTEC’s also provide progression routes to the next stage of education or employment.