

# Open Awards Qualification Unit



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## 1 Unit Details

Unit Title:	Careers in Business and Administration
Unit Reference Number:	A/615/8141
Level:	Level 1
Credit Value:	3
Minimum GLH:	27

## 2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Know about job opportunities in business and administration	1.1 Identify key job roles in different organisations within business and administration
	1.2 Describe the job roles in one functional area of business administration
2. Know about working practices within business and administration	2.1 Describe working practices within a specific setting in business and administration
3. Know about the qualifications and skills needed for jobs in business and administration	3.1 Describe the skills needed to work effectively within business and administration
	3.2 Identify qualification(s) needed to work in the business and administration sector
4. Be able to plan the early stages of a career within business and administration	4.1 Identify job roles which meet personal career ambitions
	4.2 Identify own existing relevant skills and relevant ideas for development
	4.3 Identify further learning, including qualifications where required, needed to progress in the business and administration sector