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othm[®]
qualifications ■■■■

INTRODUCTION

OTHM Level 3 Diploma in Business Management qualification is to provide learners with an in-depth understanding of the operations and structure of businesses.

The qualification will provide learners with the underpinning knowledge, understanding and skills associated with business activities. It will prompt research, investigation and review of aspects of business which include Business Communication, The Business Environment, People Management, Customer Service, Finance and Marketing.

OTHM LEVEL 3 DIPLOMA IN BUSINESS MANAGEMENT



After completing OTHM Level 3 Diploma in Business Management a learner should be able to demonstrate and/or work with:

Knowledge and Understanding

- An appreciation of the body of knowledge that constitutes a discipline of business
- A range of knowledge, facts, theories, ideas, properties, materials, terminology, practices and techniques about, and associated with, business, its functions and its context
- Apply knowledge, skills and understanding using some of the basic, routine practices, techniques to address set situations and/or problems related to the business management of organisations
- Relating field of business, functions of business, industries, sector to a range of practical and/or commonplace applications

Generic Skills

- Obtain, organise and use factual, theoretical and/or hypothetical information in drawing conclusions and suggest solutions to business organisations
- Use a wide range of skills, such as ICT, basic analysis of range of numerical and graphical data and effective written and oral communication
- Take responsibility for carrying out a range of activities where the overall goal is clear, under non-directive supervision
- Exercise some supervisory responsibility, work in teams, evaluate the work of others and make use of limited resources efficiently

EQUIVALENCES

OTHM qualifications at Level 3 represent practical knowledge, skills, capabilities and competences that are assessed in academic terms as being equivalent to GCE AS/A Levels.

Unit	Credit
Communication for Business	20
The Business Environment	20
People Management	20
Customer Service	20
Finance in Business	20
Marketing	20

ENTRY REQUIREMENTS

The OTHM Level 3 Diploma in Business Management qualification can be offered to learners from age 16. OTHM does not specify entry requirements for these qualifications, but delivery centres are required to ensure that learners admitted to the programme have sufficient capability at the right level to undertake the learning and assessment.

OTHM Centre must ensure learners are recruited with integrity onto appropriate qualifications that will:

- Meet their needs
- Enable and facilitate learning and achievement
- Enable progression