Cambridge International Diploma in Office Administration

Who is the Cambridge International Diploma (CID) in Office Administration suitable for?
This Diploma is suitable for students preparing for their careers and employees in the workplace. The CID in Office Administration is designed to provide students with the knowledge and understanding of the modern dynamic office environment. The Diploma will also provide students with the ability to apply a specified level of skill within their own workplace.

What is the difference between the three Levels of the CID in Office Administration?
The three Levels of the CIE qualifications framework, Foundation, Standard and Advanced are aimed to meet the needs of a range of ability and employment levels. The qualification at each level requires an increasing degree of proficiency and accuracy whilst working within time constraints. The Diploma is designed to recognise the likely responsibilities and expectations of an individual working at each of these levels, and this is reflected within the Optional Modules available as well as the differing depths of knowledge and application required. For more detailed information concerning the framework, please refer to the CIE Qualifications Framework sheet, available from CIE Customer Services.

How long does the CID in Office Administration take?
At Foundation and Standard Levels each module is based around approximately 35 hours of direct contact time, plus additional independent learning time. At Advanced Level this increases to approximately 50 hours per module. These are only guidelines, and will vary depending on individuals' prior knowledge and experience, as well as the environment and structure of delivery.

What does a CID in Office Administration cover?
At all Levels the Diploma is based around Core and Optional Modules. The Core Modules cover areas that are central to successful and efficient performance within any office or work environment, including Text Processing, Office Procedures and Communication and Task Management. The Optional Modules reflect both the traditional office skills, such as Shorthand, alongside the recognition that in today's dynamic business environment, the role can also require skills such as Customer Care and the ability to Organise Meetings and Events.

How is the Diploma Assessed?
At all three Levels, the three Core Modules along with one Optional Module (Shorthand) are assessed via a set of controlled practical assessment tasks. The tasks are prepared by CIE and students are required to demonstrate both their knowledge and proficiency within a set time limit under controlled examination conditions. These assessments are available on demand and can be taken at any time. The remaining Optional Modules are assessed via an assignment. The guidelines for the assignments are set by CIE but allow the application of knowledge and skills to the student's local situation.

How is the Diploma certificated?
The Diploma is designed to offer a variety of certification options. Students can choose to take the three Core Modules for the Core Diploma certificate. Completion of a specified number of additional Optional Modules will result in the complete Cambridge International Diploma in Office Administration. Students also have the option to choose to study for individual Optional Modules, for which certification is also available.

What is an SAR and how does it work?
An SAR is a student assessment record and can be found in the syllabus booklet for all on-demand assignments. Teachers need to copy one SAR per module per candidate and tick the relevant boxes when competence criteria have been met. Candidates and teachers also have to sign the SAR to confirm that the submitted assignment is the candidate's own work.
The SAR must be submitted with an assignment - otherwise candidates will fail.

What are Assignment Cover Sheets?
Assignment Cover Sheets have been developed for the on-demand modules of the Diplomas to help tutors and their candidates to review assignments before they are submitted for assessment by a CIE Examiner. They can be found in the 2004 syllabus booklet and are also available to download from the Teacher Support Website. Tutors and Candidates should refer to the Assessment Guidelines before completing these forms or submitting assignments. A Student Assessment Record (SAR) should still be completed and submitted with the assignment.