MARKETING MATERIALS FOR YOU
PLACE YOUR LOGO HERE

Highfield Level 2 Diploma in Business Administration (RQF)

QUALIFICATION NUMBER: 601/4107/4

WHO REQUIRES THIS QUALIFICATION?

This qualification is aimed at learners working within a business and administration role who wish to improve their knowledge and skills in a variety of work environments and sectors. This qualification can be taken on a stand-alone basis or as part of a larger programme of study.

WHY A HIGHFIELD QUALIFICATION?

Highfield is the leading provider of regulated compliance qualifications in the UK, certificating over 350,000 learners a year.

WHAT NEXT?

Learners successfully completing this qualification may wish to progress on to further qualifications such as:

- Highfield Level 3 Diploma in Business Administration
- Highfield Level 2 Diploma in Customer Service
- Highfield Level 2 Diploma in Team Leading
- Highfield Level 3 Diploma in Management

COURSE DATES Replace this text with YOUR COURSE DATES

BOOK NOW Replace this text with YOUR BOOKING INFORMATION

2 LEVEL

BUSINESS ADMINISTRATION FACT SHEET

QUALIFICATION TIME IS 450 HOURS, RECOMMENDED 229 GLH

ASSESSED BY A PORTFOLIO OF EVIDENCE

REGULATED BY:

OFQUAL

CCEA

QUALIFICATIONS WALES

WHAT DOES THE QUALIFICATION COVER?

Topics include:

- Communication in a business environment
- Providing administrative services
- Business document production and information management
- Understanding employer organisations
- Managing personal performance and development
- Developing working relationships with colleagues

WHERE CAN THIS COURSE BE TAKEN?

This qualification can be taken through any Highfield approved training centre.

Highfield
Approved Highfield Centre

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