MARKETING MATERIALS FOR YOU
PLACE YOUR LOGO HERE

Highfield Level 1 Certificate in Business Administration (RQF)

QUALIFICATION NUMBER: 601/4028/8

WHO REQUIRES THIS QUALIFICATION?

This qualification is aimed at learners who may be new to working within a business and administration role and wish to improve their knowledge and understanding of the topics it covers. It is designed for learners who work in a variety of work environments and sectors.

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 onto further qualifications such as:

- Highfield Level 2 Diploma in Business Administration
- Highfield Level 1 Certificate in Customer Service
- Highfield Level 2 Diploma in Customer Service

COURSE DATES Replace this text with YOUR COURSE DATES

BOOK NOW Replace this text with YOUR BOOKING INFORMATION

1 LEVEL

BUSINESS ADMINISTRATION FACT SHEET

QUALIFICATION TIME IS 250 HOURS, OF WHICH, 150 HOURS ARE RECOMMENDED GLH

ASSESSED BY A PORTFOLIO OF EVIDENCE

REGULATED BY:

OFQUAL

CCEA

QUALIFICATIONS WALES

WHAT DOES THE QUALIFICATION COVER?

Topics include:

- Personal performance and development
- Working in a business environment
- Health and safety in a business environment
- Business communication
- Working with others in a business environment

WHRE CAN THIS COURSE BE TAKEN?

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

Highfield
Approved Highfield Centre

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