MARKETING MATERIALS FOR YOU
PLACE YOUR LOGO HERE

Highfield Level 3 Diploma for Business Administrators (RQF)

QUALIFICATION NUMBER: 610/0567/8

WHO REQUIRES THIS QUALIFICATION?

This qualification is aimed at learners working in a business administration role. It aims to develop learners' knowledge and understanding across a range of administrative practices and tasks, e.g. managing information.

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?

On successful completion of this qualification, learners may wish to continue their development by undertaking one of the following qualifications:

- Highfield Level 3 Diploma in Management
- Highfield Level 3 Team Leader or Supervisor Apprenticeship Standard
- Highfield Level 5 Operations or Departmental Manager Apprenticeship Standard

COURSE DATES Replace this text with YOUR COURSE DATES

BOOK NOW Replace this text with YOUR BOOKING INFORMATION

3 LEVEL

BUSINESS ADMINISTRATION FACT SHEET

QUALIFICATION TIME IS 400 HOURS, RECOMMENDED 236 GLH

ASSESSED BY A PORTFOLIO OF EVIDENCE

REGULATED BY:

OFQUAL

CCEA

QUALIFICATIONS WALES

WHAT DOES THE QUALIFICATION COVER?

Topics include:

- Stakeholders
- Planning and organisation
- Relevant regulation
- Record and document production
- Business fundamentals
- Managing performance

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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