

Diploma in Business and Administration (QCF)

Level: QCF Level 2

Overview:

This qualification is designed for learners working in administrative roles such as team administrators, departmental administrators or personal assistants. They may have some responsibility for supervising staff and administrative functions such as setting up and monitoring administrative systems, delivering customer service, or running projects.

Course Content:

To achieve a Level 3 Diploma in Business and Administration, the learner must complete a minimum of 37 credits, of which, at least 24 credits must come from units at Level 2:

9 credits must be completed from GROUP A MANDATORY UNITS.

Manage Own Performance in a Business Environment
Improve Own Performance in a Business Environment
Work in a Business Environment
Communicate in a Business Environment

A minimum of 17 credits must be completed from GROUP B OPTIONAL UNITS

A maximum of 11 credits may be completed GROUP C OPTIONAL UNITS.