



# Business Administration

## Highfield Level 2 Diploma in Business Administration (RQF)

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.

The qualification can be taken on a standalone basis or as part of a larger programme of study. It forms the knowledge and competency requirements of the Intermediate Apprenticeship Framework in Business Administration.

In order to achieve the qualification, learners must achieve a minimum of 45 credits from the following:

- all units within Mandatory Group A totalling 21 credits
- a minimum of 14 credits from Optional Group B
- a maximum of 10 credits from Optional Group C
- a maximum of 6 credits from Optional Group D

### **How long will it take me to achieve this qualification?**

The total qualification time is 450 hours, of which, a minimum of 229 hours are recommended as guided learning hours.

### **How is the qualification assessed?**

This qualification is assessed through a portfolio of evidence which is put together during the course and demonstrates the learner has met the required assessment criteria.

### **What next?**

Learners successfully completing this qualification may wish to progress onto further qualification, such as:

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

### **Where can this course be taken?**

Through any Highfield approved training centre.

Qualification Number: 601/4107/4

Credit Value: 45