

Business Administration

Highfield Level 2 Certificate in Principles of Business and Administration (RQF)

The objective of this qualification is to support a role in the workplace.

The qualification is aimed at learners who are new to an administration role or looking to progress into this type of job role. This qualification will allow learners to develop their knowledge and understanding of business and administration, resulting in the achievement of a nationally recognised qualification. Please note, this qualification can be applied to a range of occupational sectors.

How long will it take me to achieve this qualification?

The total qualification time for this qualification is 130 hours, and of this, 104 are recommended as guided learning hours.

How is the qualification assessed?

This qualification is assessed through completion of a portfolio of evidence.

What next?

Individuals achieving this qualification may wish to continue their development by undertaking one of the following qualification:

- Highfield Level 2 Diploma in Business Administration (RQF)
- Highfield Level 3 Diploma in Business Administration (RQF)

Where can this course be taken?

Through any Highfield approved training centre.