



Step Up Training and Care

From Training to Caring, we deliver excellence

Qualification Name	Level 2 Certificate in Principles of Business and Administration (RQF)
Qualification achieved	Highfield Level 2 Certificate in Principles of Business and Administration (RQF) 600/5480/3

Qualification Structure

This qualification will be assessed through a portfolio of evidence.

You will be assigned a personal assessor who will help guide you through the learning criteria for this qualification, delivered as a distance learning qualification.

Learners will be required to undertake personal research and complete assignments in line with the qualification criteria. Work is submitted through building a portfolio of evidence which is submitting in a variety of ways including

- Telephone appointments with your assessor
- Written submissions usually sent by email
- Completing an E-portfolio where requested.

There are no exams required to pass this qualification. We do not require an observation of the learner in practice.

Qualification Duration

The total duration to complete this qualification is 130 hours. We recommend 104 guided learning hours for this course. This equates to approximately a 1-month timescale but is dependent on a learner being engaged in their studies, submitting evidence to match the learning criteria usually on a weekly basis to your personal assessor

Costs

This course is £400
50% is payable at point of enrolment with the remaining 50% payable upon completion of the qualification.

Who can enrol for this course?

Must be aged 16+.

Entry requirements

There are no specific entry requirements however it is recommended that learners have a minimum of Level 1/ or suitable equivalent, in English and maths before enrolling on to this course.

Who is this qualification suitable for?

The Level 2 Certificate in Principles of Business and Administration (RQF) is aimed at learners who wish to improve their knowledge and skills in a variety of work environments and sectors.

It is suitable for learners working in a wide range of roles such as admin roles and similar settings.

This qualification is suitable for:

- Learners working in business/administration roles
- Customer Service roles
- Human resources roles
- Industrial relations
- Marketing and sales roles
- Leadership/management roles
- And other similar settings across all sectors of business and industries.

Certification

Upon successful completion of this qualification, you will be issued with a hard copy of your certificate.

Enrolment

Full details of how to enrol on this qualification can be found on our website, under the section Enrolment.

Module Content

In order to complete this qualification learners must achieve all mandatory units totalling 13 credits overall.

Learners must achieve all three units in the mandatory group and a minimum of 2 credits from optional group A.

Mandatory Units:

- Principles of personal responsibilities and working in a business environment (Credit Value 4)
- Principles of providing administrative services (Credit Value 4)
- Principles of managing information and producing documents (Credit Value 3)

Group A Units:

- Principles of supporting change in a business environment (Credit Value 1)
- Principles of supporting business events (Credit Value 1)
- Principles of maintaining stationery stock (Credit Value 1)
- Principles of working in the Public Sector (Credit Value 5)
- Principles of contributing to innovation and change (Credit Value 2)
- Principles of budgets in a business environment (Credit Value 2)
- Principles of working in the Public Sector (Credit Value 7)
- Principles of project management (Credit Value 2)