

Highfield Level 2 Certificate in Business Administration (RQF)

Who is this qualification for?

This qualification is aimed at individuals who are working within a business and administration role who wish to improve their knowledge of business administration tasks and is applicable to a variety of work environments and sectors.

Optional Group A

Learners must achieve a minimum of **2 credits** from this group.

Unit reference	Unit Title	Level	Credit
L/601/7641	Principles of supporting change in a business environment	2	1
R/601/7642	Principles of supporting business events	2	1
Y/601/7643	Principles of maintaining stationery stock	2	1
K/602/1535	Principles of working in the Public Sector	2	5
J/601/7654	Principles of contributing to innovation and change	3	2
F/601/7653	Principles of budgets in a business environment	3	2
M/602/1536	Principles of working in the Public Sector	3	7
A/601/7652	Principles of project management	3	2

Barred Units

This qualification contains the following barred combinations. Learners must achieve either one or the other, not both:

Unit reference	Unit Title	Unit reference	Unit Title
J/601/7654	Principles of contributing to innovation and change	L/601/7641	Principles of supporting change in a business environment
K/602/1535	Principles of working in the Public Sector	M/602/1536	Principles of working in the public sector

Learners must achieve a minimum of 13 credits overall.

Learners must achieve all 3 units in the mandatory group and a minimum of 2 credits from optional group A.

Mandatory Group

Learners must achieve **all units** in this group.

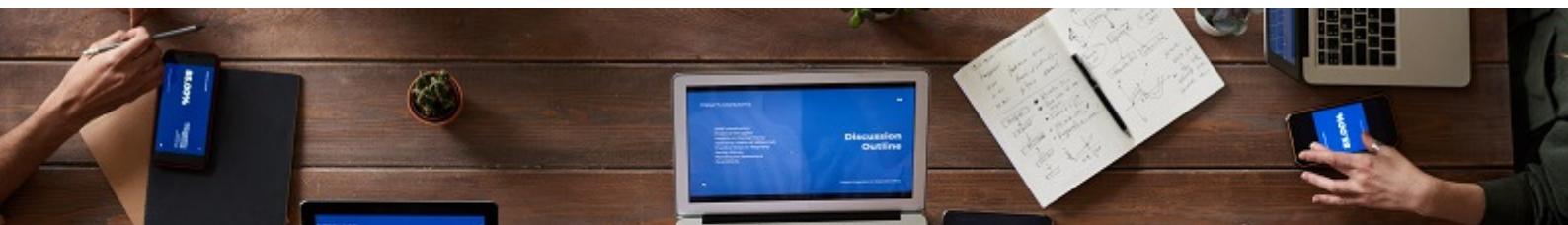
Unit reference	Unit Title	Level	Credit
L/601/7638	Principles of personal responsibilities and working in a business environment	2	4
R/601/7639	Principles of providing administrative services	2	4
J/601/7640	Principles of managing information and producing documents	2	3

How long will it take?

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

Assessment Method

This qualification is assessed by a portfolio/e-portfolio of evidence.



Email: info@deereapprenticeships.com

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