

Level 2 Diploma in Business Administration (QCF)

About the course

This qualification is designed for learners employed in administrative roles, for example administrative assistants or team administrators, who need to develop or consolidate their skills. Learners are required to take mandatory units which cover aspects of working and communicating in a business environment. Learners then have a choice of option units covering different functional areas such as work responsibilities, document production, events and meetings, communications or customer service. There is a wide range of option units allowing learners to choose units to meet the needs of their own work role.

Structure of Course

To achieve an Edexcel Level 2 NVQ Diploma in Business and Administration (QCF), you must complete a minimum of 37 credits, of which at least 24 credits must be selected from units at level 2:

- 9 credits must be completed from group a: mandatory units;
- A minimum of 17 credits from group b: optional units
- A maximum of 11 credits from group c: optional units.

Assessment

The overall grade for each qualification is a 'pass'. The learner must achieve all the required units within the specified qualification structure.

To pass a unit the learner must:

- Achieve all the specified learning outcomes
- Satisfy all the assessment criteria by providing sufficient and valid evidence for each criterion
- Show that the evidence is their own.

The qualifications are designed to be assessed:

- In the workplace or
- In conditions resembling the workplace, as specified in the assessment requirements/strategy for the sector, or
- As part of a training programme.

Contact us

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Course Modules

Mandatory Group –

- Unit 1: Manage own Performance in a Business Environment
- Unit 2: Improve own Performance in a Business Environment
- Unit 3: Work in a Business Environment 2
- Unit 4: Communicate in a Business Environment

Group B: Optional Units -

- Unit 5: Solve Business Problems
- Unit 6: Work with Other People in a Business Environment
- Unit 7: Contribute to Running a Project
- Unit 8: Produce Documents in a Business Environment
- Unit 9: Prepare Text from Notes
- Unit 10: Prepare Text from Notes using Touch Typing (40 wpm)
- Unit 11: Prepare Text from Shorthand (60 wpm)
- Unit 12: Prepare Text from Recorded Audio Instruction (40 wpm)

Remaining units can be found on the providing qualification board's website