

Course Overview

The Level 2 Diploma in Business Administration (RQF) is tailored for those who want to work in a business setting with administrative support responsibilities. Learners who complete this online qualification will understand how to interact in a business setting, deliver administrative services, the principles of business document creation and knowledge management, employer organisations, efficient performance and growth management. Learners will understand how to effectively handle administration in a business environment, including meeting support, handling information systems, client service, and understanding customer behaviour. The level 2 in business administration course is accredited by UK OFQUAL and is delivered 100% online with 24x7 tutor support. For more information or clarification, please contact our team for free and comprehensive advice.

Eligibility Criteria

Learners must be 16+

Duration and Delivery

This Level 2 Diploma in Business Administration (RQF) is designed to be completed online at the pace that suits you the best. This fast track Level 2 Diploma in Business Administration course can take as little as 3 months of full-time study or 1 year of part-time study to become a certified business professional. The level 2 in administration qualification is delivered through our Virtual Learning Environment (VLE), which refines your business administration skills. Our 24x7 online tutor support is there to facilitate you to achieve your success rate accordingly.

Assessment and Verification

All units within this Level 2 Diploma in Business Administration qualification are internally assessed by our qualified assessors and externally verified by the awarding organisation. The assessment takes the form of written assignments, witness testimony and/or direct observation, detailed guidance for which will be provided by the tutor. You will receive 24x7 tutor support once you are enrolled on our online portal to assist you in reaching your goals.

Progression

Successful completion of this Level 2 Diploma in Business Administration qualification enables learners to progress onto the Level 3 Diploma in Business Administration (RQF), OTHM Level 3 Diploma in Business Studies, and the OTHM Level 3 Foundation Diploma in Accountancy.

Course Includes

- ✔ 45 Credits
- ✔ 229 Guided Learning hours
- ✔ 450 Total Qualification time
- ✔ 12 Units
- ✔ 36 Learning Outcomes
- ✔ 12 Assignments

Unit Structure

- ✔ Communication in a Business Environment
- ✔ Develop a Presentation
- ✔ Deliver a Presentation
- ✔ Principles of Administration
- ✔ Principles of Business
- ✔ Principles of Business Communication and Information
- ✔ Manage Personal and Professional Development
- ✔ Develop Working Relationships with Colleagues
- ✔ Monitor Information Systems
- ✔ Deliver Customer Service
- ✔ Process Information about Customers
- ✔ Understand the Legal Context of Business

