Diploma Business Administration

BUSINESS & MANAGEMENT

Heart of Yorkshire Education Group

START DATE
Flexible

LEVEL
Level 2

STUDY MODE
Part-time

DURATION
12 months

AWARDING BODY
City & Guilds

LOCATION
Workplace Based

For further information about this course, including Entry Requirements, Assessments and Further Study, scan the QR code.

Course Overview

Do you work in an office environment or are you considering a career in the business world? This course will help you achieve a professional standard in your work and start you on a career in business administration.

You will work with an assessor who will guide you through your programme of learning to produce a portfolio of evidence using e-portfolio, within your workplace.

What You Will Study

You will work towards completion of the City & Guilds Level 2 Diploma in Business Administration qualification. The qualification covers a range of topics through six mandatory units and multiple optional units to a total of 46 credits.

Mandatory Units:

- Communication in a Business Environment
- Understand Employer Organisations
- Principles of Providing Administrative Services
- Principles of Business Document Production and Information
- Manage Personal Performance and Development
- Develop Working Relationships with Colleagues

There are optional units to choose from that will assist in the development of a wide range of business skills. These will be selected to correspond with your working role.

Attendance Expectations

You will need to attend scheduled meetings with your assessor to maintain progress.

How You Will Be Assessed

Assessments will take place in the workplace and will include varied methods for both theory and practical elements of the qualification. Evidence of assessments will be collated in a portfolio. An assessor will be allocated to you to support you through these and conduct assessments.

Entry Requirements

You must be employed in an administration role to be able to demonstrate the required standard of competence.

Need More Information?

For additional course information please contact the Course Information Team on **01924 789111** or email **courseinfo@heartofyorkshire.ac.uk**.

To learn more about the Heart of Yorkshire Education Group, our facilities and how we can support you please visit our website **www.heartofyorkshire.ac.uk**.

Quick Links

How to Apply

Student Support

Virtual Tours

Heart of Yorkshire Education Group

Fee Information

£2,400

Further Study

Successful completion of this diploma will allow you to progress to Level 3 Business Administration, or other related occupational areas, such as Human Resources or Customer Service, to give some examples.

Further progression opportunities include Higher Education Business/Management studies at Level 4 and above, including Foundation Degrees.

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