



Purpose Statement

**NCFE Level 2 Diploma in Business
Administration
QN: 601/3964/X**

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NCFE Level 2 Diploma in Business Administration (601/3964/X)

1. Overview

What does this qualification cover?

This QCF qualification develops and accredits knowledge and skills needed to work in a business administration role. This qualification provides learners with a range of business and administrative skills such as collating and reporting data, organising business travel and accommodation and archiving information.

It consists of 6 mandatory units, 29 optional mandatory units, 13 other optional units and 11 optional knowledge units.

Mandatory units:

- Communication in a business environment (H/506/1893)
- Understand employer organisations (A/506/1964)
- Principles of providing administrative services (J/506/1899)
- Principles of business document production and information management (T/506/1901)
- Manage personal performance and development (L/506/1788)
- Develop working relationships with colleagues (R/506/1789)

For a full list of units, please see here:

http://register.ofqual.gov.uk/Qualification/Details/601_3964_X

Who is this qualification designed for?

This qualification is designed for those who are already working in a business administration role. You will work with some degree of support and supervision. You will work as part of a team and ensure the provision of information and resources to others. It's suitable for working across a wide variety of sectors including NHS trusts, educational institutions, government departments, charities and the private sector.

2. What could this qualification lead to?

The qualification will accredit and develop your skills and knowledge in business administration. It will help you to secure long-term employment and to progress to the following job roles:

- Administration Assistant
- Business Support team member
- Junior/Apprentice Secretary
- Junior/Apprentice Personal Assistant

Will the qualification support progression to further learning, if so, what to?

The qualification is designed for entry and progression within employment; however, it also offers progression onto the NCFE Level 3 Diploma in Business Administration.

If there are larger and/or smaller versions of this qualification at the same level, why should a learner take this particular one?

This qualification is not available in a larger or smaller version at this level.

3. Who supports the qualification?

The qualification is supported by the following employers:

- Sodexo
- TT2
- Carillion
- Home Group
- Formica.

For further information please contact NCFE on 0191 239 8000.