

HABC Level 2 (QCF) Certificate in Business Admin.

Course Introduction

The qualification is suitable across a number of sectors and is suitable for both private, public and charitable sector.

Ideally, learners will be working as part of a team with little or no supervision.

The course is delivered via distance learning, through assignments, workplace observations and other evidence gathering activities.

Course Pre-Requisites

Candidates for this qualification should be in a vocation fitting with the topics covered. This will ensure smooth progression through the qualification with a final portfolio to evidence that the course criteria has been met. For more information please contact lisa@alphasafety.co.uk

Course Topics

This qualification requires the learner to complete a minimum of 21 credits. A minimum of 14 credits must be at level 2.

The learner must complete the 4 mandatory units, totalling 9 credits

The learner must also achieve a further 12 credits from the optional units. At least 7 credits must be from optional Group A and a maximum of 5 credits from Optional Group B.

Units Include:

- Supporting the organization of business travel or accommodation
- Supporting the organization of meetings
- Event Planning & Organisation
- Co-ordinating Events
- Planning & Organizing Meetings
- Making & Receiving Telephone Calls
- Using Electronic Messaging Systems

Course Benefits

It assesses learners' abilities to carry out a range of administrative tasks and has been designed to recognize their achievements in a way that is relevant to the work context.

It is supported by the Standard Setting Body, Council for Administration (CFA)

Assessment Method

Portfolio Based

Qualification Expiry

Lifelong