



# Business Administration

## Highfield Level 3 Diploma in Business Administration (RQF)

This qualification is aimed at learners working in a senior business administration role. It aims to develop learners' knowledge and understanding across a range of administrative practices and tasks, e.g. managing information.

It forms the knowledge and competency requirements of the Advanced Apprenticeship Framework in Business Administration. It can also be used on a stand-alone basis.

In order to achieve the qualification, learners must achieve a minimum of 58 credits from the following:

- all units in Mandatory Group A totaling 27 credits
- a minimum of 13 credits from Optional Group B
- a maximum of 10 credits from Optional Group C
- a maximum of 8 credits from Optional Group D

### **How long will it take me to achieve this qualification?**

The total qualification time is 580 hours, of which, a minimum of 282 are recommended as guided learning hours.

### **How is the qualification assessed?**

The qualification is assessed through a portfolio of evidence which is put together during the course and demonstrates the learner has met the required assessment criteria.

### **What next?**

Learners successfully competing this qualification may wish to progress to further qualifications, such as:

- Highfield Level 3 Diploma in Management (RQF)
- Level 4 qualifications in Management

### **Where can this course be taken?**

Through any Highfield approved training centre.

Qualification Number: 601/4029/X

Credit Value: 58