



Focus Awards Level 2 Diploma in Business Administration (RQF)

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 L2 Diploma of Business Administration online 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, operating 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 tutor support. For more information or clarification, please contact our team for free and comprehensive advice.

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 three months of full-time study or one year of part-time study to become a Certified Business Professional. The level 2 administration qualification is delivered through our Virtual Learning Environment (VLE), which refines your business administration skills. Our 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 written assignments, witness testimony and direct observation while doing this administration diploma online, and the tutor will provide detailed guidance. You will receive 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](#) and the [NCFE Level 3 Diploma in Skills for Business](#).

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323	Guided Learning Hours
450	Total Quality Time
13	Units
45	Credits

Entry Requirements

- Learners must be age 16+

Unit Structure

Unit 1: Understand Employer Organisations

Unit 2: Principles of Business Document Production and Information Management

Unit 3: Principles of Providing Administrative Service

Unit 4: Develop a Presentation

Unit 5: Deliver a Presentation

Unit 6: Communication in a Business Environment

Unit 7: Manage Personal Performance and Development

Unit 8: Develop Working Relationships with Colleagues

Unit 9: Principles of Customer Relationships

Unit 10: Develop Customer Relationships

Unit 11: Understand Working in a Customer Service Environment

Unit 12: Deliver Customer Service

Unit 13: Monitor Information Systems