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These qualifications cover the essentials of business administration, from event support to project management, enabling the learner to provide administrative support in a range of environments. There are options for those who are new to the job, as well as those with more experience. For more ...

Business and Administration qualifications and training

These qualifications can help you get ahead in almost any industry, as good customer-service skills are essential for many jobs. Those looking to start a customer-service focused career may want to take these qualifications as part of an Apprenticeship.

Customer Service qualifications and training courses

This qualification is designed for those taking an Advanced Apprenticeship in Business Administration. It reflects the skills and knowledge required of those in an administrative role with accountability.

Vocational Qualifications Business Administration Level 3

City & Guilds 5528-02/03/04 Level 2/3/4 Diploma in Business Administration 5 Structure To achieve the Level 2 Diploma in Business Administration, learners must achieve 45 credits in total; 21 credits from the mandatory units and a total of 24 credits from the optional units as follows: A minimum of 14 credits from group A optional units. A maximum of 10 credits from group B optional units.

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