

EDI Level 2 Certificate in Principles of Business and Administration

Qualification Title	EDI Level 2 Certificate in Principles of Business and Administration
Qualification Type	QCF
Level	2
Qualification Overview	<p>This qualification is suitable for those who wish to gain knowledge of administration. It is particularly appropriate as a Technical Certificate for those undertaking the Apprenticeship in Business and Administration.</p> <p>A mixture of mandatory and optional units is included, which learners must complete to achieve the overall qualification. The mandatory units cover generic knowledge which is needed for administrative roles, and the optional units allow learners to specialise according to their own areas of interest.</p>
Qualification Structure	<p>To achieve the EDI Level 2 Certificate in Principles of Business and Administration, a learner must complete a minimum of thirteen credits:</p> <ul style="list-style-type: none"> ▪ 11 credits must be completed from Group A mandatory units ▪ A minimum of two credits must be completed from Group B optional units <p>Group A Mandatory Units CT182 - Principles of Personal Responsibilities and Working in a Business Environment (4 credits) CT183 - Principles of Providing Administrative Services (4 credits) CT184 - Principles of Managing Information and Producing Documents (3 credits)</p> <p>Group B Mandatory Units CT185 - Principles of Supporting Change in a Business Environment (1 credit) CT186 - Principles of Supporting Business Events (1 credit) CT187 - Principles of Maintaining Stationery Stock (1 credit) CT188 - Principles of Project Management (2 credits) CT189 - Principles of Budgets in a Business Environment (2 credits) CT190 - Principles of Contributing to Innovation and Change (2 credits) CT310 - Principles of Working in the Public Sector (Level 2 & 5 credits) CT311 - Principles of Working in the Public Sector (Level 3 & 7 credits)</p>
Assessment Method	Multiple choice
Additional Information	

EDI Qualification Number	CTPBA2
Regulator Reference	500/9342/3
Guided Learning Hours	We recommend that 104 guided learning hours provide a suitable course length for an 'average' learner at this level
Accreditation Start Date	1 August 2010
Accreditation End Date	31 December 2013
Certification End Date	31 December 2015
Age Ranges	Pre 16, 16-18, 18+, 19+
Is this qualification eligible for funding?	Yes
Available Online	Yes
Multiple Choice	Yes
Technical Certificate	Yes
Support Materials Available	<ul style="list-style-type: none"> ▪ A Learner Pack is available to download from the EDI website ▪ A Support Pack containing important information relating to the delivery and assessment of the qualification is available for Centres to download from the EDI website
Information Sheet Issue Date	23 February 2012



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