

Qualification Unit

This unit forms part of a regulated qualification.

Unit Title: Exploring Opportunities in Business Administration

Unit Reference Number: M/618/3151

Level: Entry Level One (1)

Credit Value: One (1)

Minimum Guided Learning Hours: 10

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Know about different job/voluntary roles available in business administration	1.1 Give examples of different jobs in business administration
	1.2 State the skills needed for one of the jobs in business administration
2. Know about own skills in relation to business administration	2.1 List own business administration skills
	2.2 Identify a role (paid/voluntary) that matches your skills in business administration