

Qualification Unit

This unit forms part of a regulated qualification.

Unit Title: Exploring Opportunities in Business Administration

Unit Reference Number: T/618/3152

Level: Entry Level Two (2)

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 two examples of different job/voluntary roles in business administration
	1.2 Describe the key duties of the identified roles
	1.3 List the skills needed for the different roles identified
2. Know about own skills in relation to business administration	2.1 List own skills
	2.2 State how own skills match those of the roles identified previously