

EDIFY GLOBAL LEVEL 2 DIPLOMA IN BUSINESS ADMINISTRATION (ROF)

An Ofqual Regulated Qualification



EDIFY GLOBAL LTD

EDIFY LEVEL 2 DIPLOMA IN Business Administration (RQF)

Edify Global is a leading 21st-century organisation founded to meet the developing education and training needs of learners and employers from the UK and around the globe.

As a recognised partner of TQUK (Awarding Organisation regulated by Ofqual), TQUK is able to give assurances to employers, centres and learners of consistent, rigorous, quality standards and valid, valued learning.

Message from the Administration

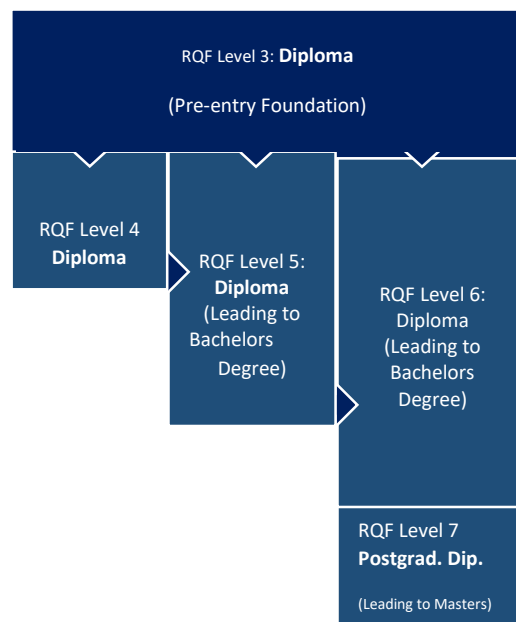
Welcome to Edify Global

As a provider of Education based in the United Kingdom, we utilise a modern approach to education based around the standards and qualifications of the UK, all in order to introduce students to the best education system that will improve their skills and open up new avenues for them in the future.

Our courses not only improve job opportunities for the students but also act as a gateway to universities in the United Kingdom. Through our courses, you can continue your professional development and our low-cost and high-quality courses can help you with a wide range of internationally recognised qualifications.

You can choose the best courses for you and your skills through contacting us or searching through the website and find out how our courses can be the best for you.

We strive to learn about your education goals so that we can help you achieve them.



Progression Details

THE EDIFY GLOBAL LEVEL 2 DIPLOMA IN BUSINESS ADMINISTRATION (RQF) is accredited at Level 2 with a total equivalence of 45 credits. It is envisaged that learners completing the Level 2 diploma will progress to a EDIFY GLOBAL Level 3 qualification.

Universities You Can Progress To	
Anglia Ruskin University	University of West of Scotland
Arden University	Leeds Beckett University
BPP University	Liverpool John Moores University
Bangor University	London South Bank University
Bath Spa University	Northumbria University
University of Derby	Staffordshire University
University of Law	University of Gloucestershire
University of Portsmouth	University of Wolverhampton
Birmingham City University	Wrexham Glyndwr University
Buckinghamshire New University	The Open University
Cardiff Metropolitan University	University of Bedfordshire
De Montfort University	University of Bolton
Glasgow Caledonian University	University of Chichester
University of East London	University of Cumbria
University of Lincoln	University of Huddersfield
University of New England – Australia	University of Northampton

EDIFY LEVEL 2 DIPLOMA IN BUSINESS ADMINISTRATION (RQF)

Course Overview

The Edify Global Level 2 Diploma in Business Administration (RQF) programme aims to provide a career path for learners who wish to develop their core capabilities within the business sector. The outcome of the Diploma, which is a recognised UK Qualification, is for learners to develop the skills required by organisations globally. Furthermore, we look to provide aspiring and existing junior administration with a broader knowledge of effective administration skills, while focusing on key administration areas.

Mandatory Units

- Communication in a business environment
- Understand employer organisations
- Principles of providing administrative services
- Principles of business document production and information management
- Manage personal performance and development
- Develop working relationships with colleagues

Progression Pathways

Upon completing this Level 2 diploma, learners can progress to the Edify Global Level 3 qualification, or the first year of undergraduate study in a related subject. Learners can also step directly into employment in an associated profession.

Entry Requirements

There are no specific entry requirements however learners should have a minimum of level one in literacy and numeracy or equivalent.

The qualification is suitable for learners of 16 years of age and above.



Learning Outcomes

The learning outcomes of the diploma are:

- **The ability to read and use** appropriate literature with a full understanding.
- **Applying subject knowledge** & understanding to address familiar and unfamiliar problems.
- **Recognising the moral and ethical issues** of business practice and research.
- **Capacity to give a clear and accurate account** of a subject in a mature way and engage in debate.

Career Opportunities

Primary areas of employment include:

- Operations Manager
- Account Manager
- Financial Analyst
- Marketing Manager
- Sales Manager
- Business Analyst
- Business Consultant

"The Edify Global has helped me to progress & complete my higher studies in a short time period and it's so flexible to study. I've gathered a lot of knowledge and I'm so thankful to everyone who helped at The Edify Global."

Student:

University College London



We could go on and on about the quality, value and convenience of the programs at Edify Global. The contents are accredited by OfQual and it is evident how a UK qualification is worthwhile "

CEO

Edify Global



Relevant, Accessible & Credible



As a centre of recognised UK awarding organisation regulated in England by Office of Qualifications and Examinations Regulation (Ofqual), Edify Global is able to give assurances to employers and learners of consistent, rigorous, quality standards and valid, valued learning.

Our portfolio includes regulated qualifications as well as bespoke qualifications that include endorsed and certified programmes. Visit www.edifyglobal.org



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