

Business Administration and Finance Principal Learning Structure

Level 1

All units are compulsory.

		GLH	Assessment
Unit 1	Business Enterprise	60	Internal
Unit 2	Business Administration, Teams and Communication	60	Internal
Unit 3	Personal Finance and Financial Services	30	External
Unit 4	Sales and Customer Service in Business	60	Internal
Unit 5	Careers and Employment in Business	30	Internal

Level 2

All units are compulsory.

		GLH	Assessment
Unit 1	Business Enterprise	60	Internal
Unit 2	Business Administration	60	Internal
Unit 3	Personal Finance and Financial Services	30	External
Unit 4	Business Finance and Accounting	60	Internal
Unit 5	Marketing, Sales and Customer Service in Business	60	Internal
Unit 6	Teams and Communication in Business	60	Internal
Unit 7	Responding to Change in Business	30	External
Unit 8	Corporate Social Responsibility	30	Internal
Unit 9	Careers and Employment in Business	30	Internal

Level 3

All units are compulsory.

		GLH	Assessment
Unit 1	Business Enterprise	90	Internal
Unit 2	Business Administration and Events	60	Internal
Unit 3	Personal Finance and Financial Services	60	External
Unit 4	Business Finance and Accounting	60	External
Unit 5	Marketing and Sales in Business	60	Internal
Unit 6	Customer Service in Business	60	Internal
Unit 7	Teams and Communication in Business	60	Internal
Unit 8	Responding to Change in Business	30	External
Unit 9	Corporate Social Responsibility	30	External
Unit 10	Careers and Employment in Business	30	Internal