

Principal Learning for the EDI Diploma in Business Administration and Finance

The Business, Administration and Finance (BAF) Diploma is available from EDI for first teaching in September 2009 at levels 1, 2 and 3.

The Principal Learning component is designed to develop knowledge about business, administration and finance through building enterprise capability. The enterprise theme is strong throughout the qualification - each level having its own dedicated unit which all other units are built around. The enterprise theme is central to the Principal Learning qualification, enabling learners to investigate and implement ideas for their own business idea.

The Business world is a constantly changing one, and the Principal Learning qualification is designed to be up to date and prepare learners for the changing environment in business. Part of this is developing personal, learning and thinking skills to enable learners to thrive in either the work place or when undertaking further study.

Level 1

Unit	Unit Title	Guided Learning Hours	Assessment
1	Investigating business enterprise	60	Internal
2	Introducing business administration	30	External
3	Managing money	30	Internal
4	Working and communicating in the business environment	30	Internal
5	Handling customers in business situations	30	Internal
6	Making sales in business	30	Internal
7	Preparing for work in business	30	Internal

Level 2

Unit	Unit Title	Guided Learning Hours	Assessment
1	Developing business enterprise	60	Internal
2	Communicating in a customer focused business environment	60	Internal
3	Developing successful business administration	60	Internal
4	Using financial services to plan personal finance	30	Internal
5	Introducing business finance and accounting	60	External
6	Developing and marketing business responsibly	60	Internal
7	Team working in a business environment	30	Internal
8	Preparing for employment in a changing business environment	60	Internal

Level 3

Unit	Unit Title	Guided Learning Hours	Assessment
1	Realising business enterprise	90	Internal
2	Developing skills for a successful career in business	60	Internal
3	Organising administration in business	60	Internal
4	Planning for personal financial stability	60	External
5	Managing finances in business	60	External
6	Developing a sales and marketing strategy	60	Internal
7	Developing customer service and communication methods in a business environment	90	Internal
8	Planning for responsible business change	60	External



Supporting learning
and performance