

Highfield Qualifications

Certifies that

Joshua Woolley

has successfully passed an assessment in

**Highfield Level 2 Certificate in Principles of
Business and Administration (RQF)**

Qualification number 600/5480/3

Date of award 03 September 2024

Certificate number BA8183135

Crosby Training

Course Director

Training Organisation



Jason Sprenger - Chief Executive
Highfield Qualifications



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Highfield Qualifications

Confirms that
Joshua Woolley

has successfully passed assessment(s) in

Unit No.	Unit Title	Level	Credit Value
J/601/7640	Principles of managing information and producing documents	2	3
L/601/7638	Principles of personal responsibilities and working in a business environment	2	4
R/601/7639	Principles of providing administrative services	2	4
K/602/1535	Principles of working in the Public Sector	2	5

Date of award03/09/2024

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