

Qualification Placement Decision

Profile of Placed Qualification			
Placement ID	Q17-041		
Institution Name	Bahrain Training Institute		
Listing ID	IL15-006		
Qualification Title	National Diploma in Business (Office Management)		
NQF Level	6		
NQF Credit	194		
Sector	Vocational Education and Training		
Regulatory Body	Ministry of Education		
Licensing Body	Ministry of Education		
Qualification Approval Number	Minister of Education's letter No. (1286خ), 13 July 2016 Decision No. (2016/101)	Licence Expiry Date	Not Applicable
Qualification Description	The National Diploma in Business (Office Management) is offered by Bahrain Training Institute since the academic year 2016-2017. The qualification is designed to provide learners with necessary knowledge related to the main theories and concepts of general office management and its core functions relating to office administrative principles,		

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	<p>policies, procedures, human resources, marketing, finance and current technological competencies governing the modern business environment and settings. The qualification comprises 194 NQF Credits to be offered over five academic semesters. The qualification is delivered in English and offered by the Commercial Studies Division, Bahrain Training Institute.</p>
Target Learners	<p>This qualification is designed for learners who completed School Graduate Qualifications, such as: Secondary School Certificate or equivalent qualifications, whom are currently employed or freshly entering the industry to provide them with tertiary education prior to employment or further education.</p>
Date of Validation Report	4 November 2018
<p>Overall Validation Judgement</p> <p>The National Diploma in Business (Office Management) offered by Bahrain Training Institute sufficiently meets all of the Validation Standards, and thus the Overall Judgement is: 'Valid' and to be placed on NQF Level 6.</p>	