

This is to certify that:

**Chelsea Beesley**

has achieved the following qualification:

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

**Qualification Number:** 603/2949/X

**Awarded On:** 08/01/2025

**Certificate Number:** 16745-10643401-558676-20250108

**Training Provider:** Birmingham Metropolitan College



**Andrew Walker**  
Managing Director at TQUK

**Katie Orr**  
Responsible Officer of TQUK

# UNIT TRANSCRIPT

## TQUK Level 2 Certificate in Principles of Business Administration (RQF)

is awarded to:

**Chelsea Beesley**

having successfully completed the following units:

Unit Number	Unit Title	Credit(s)	Result
F/616/8833	Principles of business document production and information management	3	Pass
M/616/8861	Principles of communication in a business environment	1	Pass
T/616/8862	Principles of developing working relationships with colleagues	2	Pass
A/616/8832	Principles of providing administrative services	4	Pass
J/616/8834	Understand employer organisations	6	Pass
D/616/8841	Exploring social media	2	Pass
H/616/8842	Understand the safe use of online and social media platforms	4	Pass



**Andrew Walker**  
Managing Director at TQUK



**Katie Orr**  
Responsible Officer of TQUK

Award Date:  
08/01/2025

To accompany Certificate Number:  
16745-10643401-558676-20250108