

Admission requirements and Fees

for approved qualifications

National Qualifications

Requirements for Each Qualification

Advanced Diploma in Business Administration – Level 6

Pre-requisites

- Entry to this Advanced Diploma in Business Administration requires the successful completion of the QFE Diploma in Business Administration or relevant equivalent experience or qualification
- Other minimum mandatory requirements such as competence and experience
- Functional IT skills

Advisory entry requirements

- Learners will require the following skills for completion of this qualification as follows: Analytical skills, communication skills, effective business relationships, information management skills, presentation skills, research and data collection skills, relate to people from diverse backgrounds, and diverse abilities

Documents Required:

1. Diploma in Business Administration (30 study units – 90 credits minimum)
2. High School Certificate - 12th Grade attested from Ministry of education UAE or Equivalency
3. Passport, Visa copy
4. Emirates ID
5. Interview with IV
6. Curriculum vitae
7. Personal Photo

All documents listed are mandatory upon registration

Registration Fees:

Total Qualification Fees	25500 AED
First Payment	3500 AED
Monthly Payment	1500 AED
Open - File one time	500 AED

VAT 5% Applied

Diploma in Business Administration – Level 5

Pre-requisites:

- Open, Certificate 4 in Business Administration or relevant equivalent
- Other minimum mandatory requirements such as competence and experience

Advisory entry requirements

Learners will require the following skills for completion of this qualification as follows:

- Analytical skills, communication skills, effective business relationships, information management skills, presentation skills, research and data collection skills, relate to people from diverse backgrounds, and diverse abilities. (Non-mandatory but recommended)
- IELTS level 5.0 or equivalent is preferred
- Functional IT skills would be an advantage

Documents Required:

1. High School Certificate - 12th Grade attested from Ministry of education UAE or Equivalency
2. Passport, Visa copy
3. Emirates ID
4. Interview with IV
5. Curriculum vitae
6. Personal Photo

All documents listed are mandatory upon registration

Registration Fees:

Total Qualification Fees	30500 AED
First Payment	3500 AED
Monthly Payment	1500 AED
Open - File one time	500 AED

VAT 5% Applied

Diploma in Human Resources – Level 5

Pre-requisites:

- Open, Certificate 4 in Business Administration or relevant equivalent
- Other minimum mandatory requirements such as competence and experience

Advisory entry requirements

Learners will require the following skills for completion of this qualification as follows:

- Analytical skills, communication skills, effective business relationships, information management skills, presentation skills, research and data collection skills, relate to people from diverse backgrounds, and diverse abilities. (Non-mandatory but recommended)
- IELTS level 5.0 or equivalent is preferred
- Functional IT skills would be an advantage

Documents Required:

1. High School Certificate - 12th Grade attested from Ministry of education UAE or Equivalency
2. Passport, Visa copy
3. Emirates ID
4. Interview with IV
5. Curriculum vitae
6. Personal Photo

All documents listed are mandatory upon registration

Registration Fees:

Total Qualification Fees	30500 AED
First Payment	3500 AED
Monthly Payment	1500 AED
Open - File one time	500 AED

VAT 5% Applied

Level 4 Award in Assessment

Pre-requisites

- QFEmirates Level 3 or above qualification or award in an occupational discipline or equivalent related to the field of claimed competence
- Other minimum mandatory requirements, such as competence and experience
- Occupational experience in the field of claimed competence Access to assess learners in both the vocational and workplace settings

Documents Required:

1. Bachelor's/Master's/PhD attested from Ministry of education UAE or equivalent degree
2. Passport, Visa copy
3. Emirates ID
4. Experience certificate
5. Curriculum vitae
6. Personal Photo

All documents listed are mandatory upon registration

Registration Fees:

Total Qualification Fees	6000 AED
First Payment	3000 AED
Second Payment	2500 AED
Open - File one time	500 AED

VAT 5% Applied

Level 4 Composite Award in Facilitating learning and Development

Documents Required:

1. Bachelor's/Master's/PhD attested from Ministry of education UAE or equivalent degree
2. Passport, Visa copy
3. Emirates ID
4. Experience certificate
5. Curriculum vitae
6. Personal Photo

All documents listed are mandatory upon registration

Registration Fees:

Total Qualification Fees	6000 AED
First Payment	3000 AED
Second Payment	2500 AED
Open - File one time	500 AED

VAT 5% Applied