

Notification:

NEW – NOCN Level 2 Human Resources Administration Qualifications

Dear Colleague,

The following qualifications have now approved with an operational start date of 3rd March 2025

- 610/5381/8 – NOCN Level 2 Award in Human Resources Administration
- 610/5382/X – NOCN Level 2 Certificate in Human Resources Administration

These qualifications are available to learners from age 16.

These Level 2 Human Resources Administration qualifications are designed to equip learners with the foundational knowledge, practical skills, and professional behaviours needed to support Human Resources functions effectively in entry-level roles.

They offer a progression route to Level 3 Human Resources qualifications, such as those offered by CIPD, and prepares individuals for employment in administrative Human Resources roles, fostering career development and organisational contribution.

Please see a link below to the qualification specification.

https://www.nocn.org.uk/Data/Asset_Downloads/QSLevel2AwardandCertificateinHumanResourcesAdministration.pdf

If you have any questions, please contact your Business Development Advisor.

Kind Regards

NOCN