

Qualification in...

# Business & Administration

The NVQs' in Business & Administration are work-based qualifications designed for people who work in administrative positions in all sectors of industry and commerce. Level 2 acknowledges individual responsibility. Units range from handling mail and processing information to developing procedures and assisting with decision-making.

## National Vocational Qualification (NVQ) – Level 2

The NVQ is extremely flexible in structure. The mandatory units cover all of the skills that are essential to your administration position. The optional units are chosen by you and your manager to reflect the areas that you deal with, within the requirements of your job role.

During your training you will have the opportunity to learn, develop and practice the skills required to make an effective contribution to a general office administrative environment.

The level 2 NVQ in Business & Administration is made up of five units, two mandatory units plus three optional units from a choice of twenty-four.

Candidate must complete the following two mandatory units:

- Carry out your responsibilities at work
- Work within your business environment

Candidate can choose three optional units from the choice of twenty-four units: - examples listed below

- Manage diary systems
- Work effectively with other people
- Store, retrieve and archive information
- Deal with visitors

What will I learn?

Your tutor will be able to provide you will several focused training opportunities in areas you wish to develop. This could be to help you achieve the NVQ or to assist your personal development eg Presentation Skills, Numeracy Skills, Setting SMART targets.

How will I be assessed?

Your allocated tutor will deliver your training one-to-one in your workplace visiting you every fortnight for 1–2 hours. You will build a portfolio of evidence to show your competence against the NVQ requirements. It usually takes 12 visits to complete.

How can I enrol onto the NVQ in Business & Administration?

Discuss with your workplace Supervisor/Line Manager about your interest in the course and then contact our Marketing Department on 01773 747377, so that we can arrange an appointment to come out and visit you and your supervisor at work.

How much will it cost?

In certain circumstances, we can deliver the training at NO COST to you and your organisation. If you are not eligible for government funding, then the latest price for this qualification can be found on our website. [www.acorn-training.com](http://www.acorn-training.com)

