

Qualification in...

# Business & Administration

The NVQs' in Business & Administration are work-based qualifications designed for young people who want to work as administrators and in administrative positions in all sectors of industry and commerce. Level 3 recognises complex work skills involving supervisory ability. Units range from handling mail and processing information to developing procedures and assisting with decision-making. Units range from handling mail and processing information to developing procedures and assisting with decision-making.

## National Vocational Qualification (NVQ) – Level 3

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 supervisor 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 3 NVQ in Business & Administration is made up of six units, two mandatory units plus four optional units from a choice of twenty-eight, one from group A and three from group B.

Candidate must complete the following two mandatory units:

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

How will I be assessed?

Your allocated tutor will deliver your training one-to-one in your workplace and will visit you every fortnight for 1 –2 hours. You will build a portfolio of evidence to show your competence against the NVQ requirements.

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, please speak to us on the number above this or about our commercial training rates or other funding opportunities.

Candidate can choose four optional units from the choice of twenty-eight units: - ideas listed below

### Group A

- Ensure your own actions reduce risk to health & safety
- Manage diary systems
- Use IT systems e-Skills UK
- Presentation software e-Skills UK

### Group B

- Monitor information systems
- Plan, organise and support meetings
- Varies IT units word processing, spreadsheets and artwork

