

Business Administration NVQ L2

Is this course for me?

This qualification will be suitable for you, if your job role involves performing a broad range of administrative tasks. You would require a limited amount of supervision, and you would have some autonomy over your performance.

What will I learn?

This qualification will enable you to develop best practise within your role.

How much does it cost?

Price: For more information on costs please call a member of the Sales Team.

Government funding is available in certain circumstances; please contact the Sales team on the contact details below, to find out if you're eligible.

How do I achieve this qualification?

This qualification is a practical work based course, so you don't have to take exams and you don't have to attend college. To achieve this qualification, you must complete five units of study, two units are mandatory and three units are optional. You will be required to compile a portfolio of evidence, to demonstrate how you meet the course requirements. This evidence is generated from your day to day work.

The qualification is structured as follows;

Mandatory Units

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

Optional units

- Ensure your own actions reduce risks to health and safety
- Manage customer relations
- Manage diary systems
- Organise business travel and accommodation
- Deal with visitors
- Process customer financial information
- Operate credit control procedures
- Store, retrieve and archive information
- Organise and support meetings

- Use IT systems
- Use IT to exchange information
- Word processing software
- Spreadsheet software
- Database software
- Presentation software
- Specialist or bespoke software
- Use a telephone system
- Operate office equipment
- Prepare text from notes
- Prepare text from shorthand
- Prepare text from recorded audio instruction
- Produce documents
- Work effectively with other people

How long will I study?

6 to 9 months

What do I need to get onto the course?

- You must be working within a job role that relates to the qualification been taken
- UK or EU passport holder, or be able to demonstrate 3 years unbroken residency within the UK
- Score at least Entry level 3 or above on the Initial Assessment basic skills test

How will I benefit from this qualification?

You will benefit in the following ways:

- You will develop a clearer understanding of your responsibility within your organisation
- You will have greater opportunities to develop new skills
- You will get recognition for your existing skills
- By completing this qualification, you will also develop better career progression opportunities

How will my employer benefit from this qualification?

Your employer will benefit in the following ways;

- Improved staff motivation and performance
- Demonstrate commitment and provide evidence of the underlying principles and values of the advice and guidance professional
- The opportunity to ensure that staff CPD meet the national standards
- Improvements in the service being provided to service users
- Increased market presence through the implementation of best practise

What other qualifications can this course lead to?

- Business Administration NVQ Level 3
- Business Administration NVQ Level 4
- Degree level qualification in a related subject area

How do I enrol?

To enrol on this course, please call a member of the sales team on 0208 909 6011



training guide sheets 13.11.09 price update