

Business Administration NVQ L3

Is this course for me?

If your role involves carrying out administrative duties with a considerable amount of responsibility and autonomy, then this qualification would be suitable for you. You should be contributing to the development and implementation of administrative services within your organisation, and have a substantial amount of administrative experience.

What will I learn?

This qualification will help you to further develop your skills and competencies, by focusing on best practise and personal performance management 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 6 units. There are 2 mandatory units and 4 optional units. At least 3 Optional units must be chosen from Group B. 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 – Group A

- Ensure your own actions reduce risks to health and safety
- Manage diary systems
- Organise business travel and accommodation
- Use IT systems
- Use IT to exchange information
- Database software
- Presentation software
- Specialist or bespoke software

Optional units – Group B

- Ensure your own actions reduce risks to health and safety
- Manage diary systems
- Organise business travel and accommodation
- Use IT systems
- Supervise an office facility
- Procure products and services
- Manage and evaluate customer relations

- Manage your payroll function
- Complete year – end procedures
- Monitor information systems
- Run projects
- Research, analyse and report information
- Plan, organise and support meetings
- Make a presentation
- Prepare text from notes
- Prepare text from shorthand
- Use IT to exchange information
- Database software
- Presentation software
- Specialist or bespoke software
- Organise and coordinate events
- Word processing software
- Spreadsheet software
- Website software
- Artwork and imaging software
- Design and produce documents
- Plan and implement innovation and change
- Provide leadership for your team
- Develop productive working relationships with colleagues

How long will I study?

9 to 12 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



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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?

You 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 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

