



# Level 2 NVQ Certificate in Business and Administration (QCF)

## Who is it for?

This qualification is intended for those working as an administrative or clerical assistant and is designed to reflect the working practice of administration staff across a wide spectrum of industries and types of organisation. It is aimed at candidates who work as part of a team and who provide information and resources to others. It is a work based qualification which will allow learners to develop knowledge, understanding and skills essential for working in a business and administrative environment. For example, communication skills, working with others and managing and improving own performance.

The award is a nationally recognised qualification validated by Edexcel, and includes a wide range of study units to select from. Units are chosen to reflect the specific job role of each candidate resulting in a tailor-made NVQ to meet individual needs

## About the course

To achieve this qualification, candidates must achieve a total of 21 credits by completing a variety of units. 9 credits are gained through completion of the four mandatory units:

- Manage own performance in a business environment (2 credits)
- Improve own performance in a business environment (2 credits)
- Work in a business environment (2 credits)
- Communicate in a business environment (3 credits)

Additional optional units are selected to make up the remaining 12 credits for this qualification, each of which are worth between 2 and 5 credits. Learners will attend regular workshops to complete units and monitor and discuss progress. In addition candidates will be expected to complete tasks, source evidence and have workplace observations.

## The programme includes:

- Interview and induction programme
- Unlimited support and guidance from a qualified assessor via phone and email
- All programme documentation, files and materials
- One to one portfolio review session
- Regular workshops held in the workplace at pre-agreed dates and times
- Verification and certification on completion
- Monthly updates on candidate progress

## What are the benefits for employers?

- Higher skilled and more motivated workforce
- Improved self confidence in carrying out work based tasks
- Increased efficiency
- Reduction in staff turnover

## What are the benefits for learners?

- A Level 2 NVQ Certificate in Business & Administration (QCF)
- Opportunity to do further courses
- Career progression

For further information about the delivery of this award please contact

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