

**LEVEL 3 NVQ CERTIFICATE IN BUSINESS AND ADMINISTRATION**

*'Successful organisations recognise the importance of a skilled and experienced workforce. Offering staff the opportunity to gain qualifications can aid development and provide recognition of competence.'*

**AIM OF PROGRAMME:**

All qualifications have been restructured and are now based around the Qualifications Credit Framework (QCF) which allows the planning to be undertaken around your individual or business needs. Learning and related experience can then be recognised by accrediting against QCF units, or clusters of units, which can, over time build into an Award, Certificate or Diploma.

The Level 3 NVQ Certificate in Business and Administration is aimed at people who already have experience of office-based skills, perhaps in, or preparing for a line management role. Learners can choose from a bank of optional units which show their ability to negotiate, supervise, manage and contribute to the running of an office.

PROGRAMME FOR FULL QUALIFICATION (30 CREDITS)		
Mandatory Units:	Selection from Optional Units:	
<ul style="list-style-type: none"> <li>➤ Manage own performance in a business environment</li> <li>➤ Evaluate and improve own performance in a business environment</li> <li>➤ Work in a business environment</li> <li>➤ Communicate in a business environment</li> </ul>	<ul style="list-style-type: none"> <li>➤ Supervise an office facility</li> <li>➤ Contribute to running a project</li> <li>➤ Design and produce documents in a business environment</li> <li>➤ Plan and organise an event</li> <li>➤ Plan and organise meetings</li> <li>➤ Deliver a presentation</li> <li>➤ Using collaborative technologies</li> </ul>	<ul style="list-style-type: none"> <li>➤ Analyse and report data</li> <li>➤ Monitor information systems</li> <li>➤ Use customer service as a competitive tool</li> <li>➤ Order products and services</li> <li>➤ Contribute to innovation in a business environment</li> <li>➤ Provide administrative support in schools</li> </ul>

On completion, learners may progress to a Level 3 Diploma, or to a Level 4 qualification.

**ENTRY REQUIREMENTS:**

- None although all your relevant prior learning will be considered towards this qualification.

**RESOURCES PROVIDED:**

- Password protected, internet-based e-portfolio account to collect your work/evidence
- Dedicated Assessor to guide you through your qualification
- Internet-based e-learning modules to support your knowledge-based learning

**TRAINING:**

- Initial induction day
- Planning your qualification in relation to your experience, learning style and place of work
- One-to-one assessment visits in your workplace

**PROGRAMME DETAILS:**

- 2 intakes per year, usually April and October. Learners usually take between 6 to 9 months to complete their qualifications.

**For further details contact: The Qualifications Team**



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*"Excellent practice seen today - committed professional staff, an excellent recording system and well presented evidence"*  
**OCR External Verifier**

