

NVQ Business and Administration Level 3



INTRODUCTION

Business and Administration NVQs are aimed at staff working in administration across all occupations and sectors of employment.

The level 3 qualification is intended for individuals whose role involves carrying out administrative duties with a considerable amount of responsibility and autonomy. The individual will be contributing to the development and implementation of administrative services within the organisation, and have a substantial amount of administrative experience.

To achieve the full award, candidates must complete six units, including two mandatory units and four optional units.

HOW DO I COMPLETE THE QUALIFICATION?

This qualification is very flexible in its structure enabling the organisation and individual to choose the optional units which best suit their work situation and job role.

Like all NVQs this qualification is competence based. This means that it is linked to the candidate's ability to competently perform a range of tasks connected with their work. Candidates plan a programme of development and assessment with their assessor and compile a portfolio of evidence to prove that they are competent and knowledgeable in their work role. All assessment and training needs are carried out in the workplace with your nominated assessor.

ENTRY QUALIFICATIONS

Individuals should be working (either paid or unpaid) in an administrative role across all occupations and sectors of employment.

WHERE COULD IT LEAD

This course could lead onto the NVQ Level 4 or HE Business/ Administration courses.

HOW TO APPLY

You can apply for this course by applying [online](#), by filling out an application form from the College prospectus or by contacting the Information Officer on 01205 313218 for further information.

The Information on this Course Information Sheet is correct at time of print, but can be subject to change at anytime.