

INTRODUCTION

What is an NVQ?

National Vocational Qualifications are occupation based qualifications which are developed using the National Occupational Standards (NOS). They are work-related, competency based qualifications which are designed specifically to define specific occupations.

Widely recognised by employers, NVQs are often used as the main focus of training as they demonstrate that an employee has the skills and knowledge necessary to perform competently and successfully. Our courses are assessed entirely in the workplace and employees are required to develop a portfolio of evidence that shows them carrying out work activities to an NVQ standard.

The Business & Administration NVQ is one of the most popular qualifications and is opted for by individuals working in administration based roles who would like to develop their work related skills, knowledge and understanding. There are no age limits and no special entry requirements. However it is essential that a candidate is in suitable work to be able to undertake an NVQ.

Why choose a Business & Administration NVQ?

Business & Administration skills are essential to many occupations. Employers recognise the importance of these skills and rate them as some of the most difficult to recruit for.

Vocational Qualifications are a great way of boosting skills and knowledge within the work place whilst creating a more competent and effective workforce. Of course, we think that everyone should take a Business & Administration NVQ but you might think us biased. Here are 10 good reasons to take up a Vocational Qualification:

- NVQs in Business & Administration attract amongst the highest number of candidates in the UK
- NVQs develop employees into more motivated, better skilled and more flexible workers.
- NVQs reduce the margin of administrative error resulting in fewer dissatisfied customers and clients.
- NVQs provide a benchmark to evaluate business performance against national standards.
- Provide a base for identifying organisational policies, procedures and systems as well as training analysis for employees, departments and entire organisations.
- NVQs link with other quality initiatives such as IIP, EFQM and ISO.
- NVQs support personnel departments in carrying out job analysis, designing job descriptions, recruiting new and training existing staff, designing appraisal and reward systems.
- Improved administration practices result in significant cost savings, improved performance and increased productivity.
- NVQs provide a structure to deliver quality training schemes for business and administration staff and other employees who need administration skills as part of their job for example; managers, sales, marketing and financial personnel.

NVQs create a common level of expectation across all employers.

HOW LONG WILL IT TAKE

The NVQs in Business Administration delivered within the workplace take between 6-12 months dependant on the learner's level of competency and their current job role.

How do learners attend?

All delivery takes places within the working environment on the employer's premises.

ENTRY QUALIFICATIONS

There are no pre-entry qualifications for this award, however learners must be able to study to the required levels (literacy & numeracy support can be provided) and be working within a suitably related job role.

WHERE COULD IT LEAD

The level 2 qualification provides a good working knowledge and understanding of an occupation. It demonstrates an employee's ability to perform a range of tasks with some guidance or supervision. Competence levels are related to job roles such as Junior Secretary or Administration Assistant. Progression to level 3 standards would allow the candidate to obtain detailed knowledge, skills and understanding within a relevant field. It demonstrates team leading and specialist technical skills with competence in communication, problem solving and applied teamwork. Example job roles for this level include Personal Assistant, Secretary and Administration Clerk.

ADDITIONAL INFORMATION

Where courses last for more than one year, only the first year's fees are shown

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.