

NVQ in Business & Administration Level 2

This is a flexible work-based qualification that is nationally recognised. It is aimed at staff working in administration across all occupations and sectors of employment. Their work situation will provide the opportunity to be involved in a range of administration activities, such as managing customer relations, managing diary systems, organising business travel and accommodation, organising and supporting meetings, using various software and preparing text from a variety of sources.

Entry Requirements

- Must be working for at least 16 hours per week in an administrative position.
- Must have a contract of employment.

Funding Eligibility

We could fund or part-fund the qualification if you:

- are over 19 years old and
- have lived in the UK for 3 years or more, come from an EU member country or are a British Citizen.

For more information call the course enquiries team on 0115 9599 544.

Have you thought about an Apprenticeship? Ask our course enquiries team about this option, which includes this NVQ.

Units / Topics Covered

5 units must be completed:
2 mandatory units plus 3 optional units.

Mandatory Units

- Carry out your responsibilities at work
- Work within your business environment

Optional Units

Will be decided by you and your assessor to identify the most appropriate units for your role and setting.

Duration / Assessment

- 3-6 months
- One-to-one assessments in the workplace
- Produce a portfolio of evidence with assessor

Career Opportunities

- Personal Assistant
- Secretary
- Call Centre Operative

Further Study

Candidates may be able to progress to an NVQ in Business & Administration Level 3.

More Information

Call 0115 9599 544, email info@ctem.uk.com or visit www.CTEM.uk.com.

NVQ in Business & Administration Level 3

This is a flexible work-based qualification that is nationally recognised. It is aimed at staff working in administration across all occupations and sectors of employment. It 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.

Entry Requirements

- Must be working for at least 16 hours per week in an administrative position and have a certain amount of responsibility and autonomy.
- Must have a contract of employment.

Funding Eligibility

We could fund or part-fund the qualification if you:

- are over 19 years old and
- have lived in the UK for 3 years or more, come from an EU member country or are a British Citizen.

For more information call the course enquiries team on 0115 9599 544.

Have you thought about an Apprenticeship? Ask our course enquiries team about this option, which includes this NVQ.

Units / Topics Covered

6 units must be completed:
2 mandatory units plus 4 optional units.

Mandatory Units

- Carry out your responsibilities at work
- Work within your business environment

Optional Units

Will be decided by you and your assessor to identify the most appropriate units for your role and setting.

Duration / Assessment

- 4-6 months
- One-to-one assessments in your workplace
- Produce a portfolio of evidence with assessor

Career Opportunities

- Payroll Administrator
- Arts Administrator
- Database Administrator

Further Study

Candidates may be able to progress to an NVQ in Management Level 3.

More Information

Call 0115 9599 544, email info@ctem.uk.com or visit www.CTEM.uk.com.

