

Business and Administration

Course Type: NVQ Level 2

Course Outline:

From learning to carry out basic administrative tasks to gaining higher level support skills, qualifications in Business Administration can be tailored to meet your or your employer's specific needs.

Students will develop the skills and knowledge required to work effectively in an administration based role. Candidates gain the required number of credits for the qualification through the collection of evidence from mandatory and chosen optional units. Students will ideally also complete a one day per week placement with a suitable employer.

These qualifications in Business Administration are for people who want to work in administrative support roles in public or private sector organisations, or people who want to improve their administrative and

Exam Board: City & Guilds

Location: Appleby Heritage Centre

Entry Requirements:

Four GCSE's at Grade A*-E.

Level 2 Course:

To achieve the award, you complete mandatory units alongside optional units from a selection suiting a wide range of job roles.

Units include, word processing, spreadsheets, researching information, health and safety and legislation, arranging and supporting meetings, preparing and delivering a PowerPoint presentation.

The following areas are covered within this qualification:

- Communication in a business environment
- Understand employer organisations
- Manage personal performance and development
- Develop working relationships with colleagues

Progression Opportunities:

Students can progress to a Level 3 qualification in Year 13 or administration related employment.