

Business and Administration

Course Type: NVQ Level 3

Course Outline:

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. There are some online assessments. Students will ideally also complete a one day per

Exam Board: City & Guilds

Location: Appleby Heritage Centre

Entry Requirements:

Four GCSE's at Grade A*-E.

Candidates will ideally hold maths and English GCSE at grade C or above.

Ideally students will have completed the NVQ Level 2 in Business Administration, although this is not mandatory.

Level 3 Course:

This qualification covers the essentials of business administration, allowing the learner to develop the skills and knowledge required in a business environment.

The following areas can be covered within this qualification:

- Communicate in a business environment
- Manage personal and professional development
- Contribute to the improvement of business performance
- Principles of administration
- Principles of business

All learners will cover the mandatory core units and then a choice of optional units

Level 3 is ideal if you have some knowledge and experience of administration systems and you want to develop your skills to implement and monitor administrative procedures and systems, perhaps to move into a management role.

Progression Opportunities:

Students can progress to a Level 4 qualification or a wide range of administration positions. This is widely accepted and recognised by employers.