

NVQ Level 3 in Business and Administration

Accreditation Body: City & Guilds

Introduction/Summary

The City & Guilds Level 3 S/NVQ in Business & Administration has been specially designed for anyone working in an administrative position who wishes to develop their skills or gain a formal recognition of their existing skills.

Qualification

To gain this qualification the learner must be employed in a senior administrative rôle with some degree of responsibility for others.

Participants take two mandatory units plus a further four optional units. The wide choice of optional units gives a high level of flexibility, allowing the qualification to be tailored to meet the varying needs of participants and employers across all employment sectors.

Mandatory Units

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

Optional Units – the following are examples of the optional units available from which 4 must be chosen

- Ensure your own actions reduce risks to health & safety
- Manage diary systems
- Organise business travel and accommodation
- Database software
- Presentation software
- Specialist or bespoke software
- Prepare text from notes
- Supervise an office facility
- Procure products and services
- Monitor information systems
- Plan and run projects
- Research, analyse and report information
- Plan, organise and support meetings
- Make a presentation
- Organise and coordinate events
- Word processing software
- Spreadsheet software
- Website software
- Artwork and imaging software

The Funding

To qualify for full funding for this course the candidates must meet the following criteria:

Aged 19 or above

To have been a resident of the UK for more than 3 years and be eligible to work in the UK

Must not already hold a level 2 qualification (this is the equivalent to 5 GCSE's of grade C and above)

A prior funding claim for this candidate must not have been received by the Learning and Skills Council.

If the learner already has a level 2 qualification then they can receive partial funding for the NVQ – please ask a member of our team for details.

Requirements

The learner must be working in a senior administrative role or administration must form a substantial part of their job.

Ideally, the learner would be responsible for the allocation of others' work.

Although not essential, it would be beneficial if the learner were to have access to a PC and/or the Internet.

An appraisal system recording development requirements and providing feedback on performance should be in place within the company and the learner would need a copy of their appraisal.

The learner must be willing to develop their administration skills and be committed to gaining the award

The learner must have access to written policies on performance, grievance, supervision, development and health and safety

The learner must have a named manager to whom we can refer if there are any problems or queries. This manager must be fully supportive of the learner gaining the award and provide the necessary support and time to complete it.

The learner will need access to company headed paper

Day One "Shopping List"

At either the first meeting with their assessor or on the first day of training which ever is earliest - it will be necessary for the learners to bring the following evidence with them to assist in the building of their portfolios.

Individuals Information:

- Job Description
- Curriculum Vitae
- Training Records or Copies of Certificates
- Copy of most up to date appraisal
- Copy of personal development plan if available

Company Information:

- Company Mission Statement
- Copies of Discipline/Grievance Policies
- Copy of Company Health and Safety Policy
- Company Structure or Organisation Chart
- Copy of Company Diversity Statement

The learner may need assistance in compiling this and where more than one learner from your organisation is completing the Business & Administration NVQ, each one will need a separate copy of the above.