

NVQ Level 2 in Business and Administration

Course summary

Level 2 National Vocational Qualification in Business and Administration is an accredited course aimed at those working in an office environment with limited supervision. Recognised by all employers across the United Kingdom and offered through LearnInvicta Limited, accredited through City & Guilds.

Prerequisites

There is no prescribed recommended prior knowledge, attainment or experience needed, however it is recommended that potential candidates are assessed on entry for numeracy, literacy, communication and sector understanding skills. The initial assessment will also consider previous qualifications and practical experience. Candidates must be employed within the industry or in a realistic working environment and as such would have been through a selection process.

Course description

The Level 2 award is made up of 5 units, 2 mandatory and 3 optional. To achieve the award you must complete 5 units. There is an opportunity to accredit prior learning from other qualifications such as the ITQ at Level 2.

Assessment method

Assessment will be carried out by a qualified NVQ assessor which will include; Observation of workplace activities, Product evidence, Questions, Witness statements, Accreditation of Prior Achievements and Learning.

Target audience

This N/SVQ is aimed at those working within office environments in any of the following roles, or roles similar to these:

- Junior assistant
- Receptionist
- Office assistant
- Contact centre operator
- Administrator

Progression

Once you have achieved this qualification, you can progress onto Business and Administration NVQ Level 3 or Customer Service NVQ Level 2.

Study type and Venue

This can be a customised course, which can be delivered at locations of your convenience dependant on numbers

Course duration and start details

Different durations available, with start dates by arrangement.

For more information please contact

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