

NVQ Level 3 in Business and Administration

Course summary

Level 3 National Vocational Qualification in Business and Administration is an accredited course aimed at those working within office environments, who undertake a broad range of varied duties, most being non-routine and quite complex. You will be considerably independent and responsible and often be required to manage others. This qualification is 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

This level 3 qualification is made up of 6 units, 2 mandatory and 4 optional units. To achieve the award you must complete 6 units. There is an opportunity to accredit prior learning from other qualifications such as the ITQ at Level 3.

Prerequisites

There is no prescribed recommended prior knowledge, attainment or experience needed. An initial assessment will consider numeracy, literacy and sector skills as well as previous qualifications and practical experience. Candidates must be employed or in a realistic working environment.

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 for those working in office environments in any of the following roles, or roles similar to these:

- Administrator
- Coordinator
- Team Leader
- Supervisor

Progression

Once you have achieved this qualification, you can progress onto Customer Service NVQ Level 3.

Study type and Venue

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

For more information please contact

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