

# Business & Administration

Level 3



## Who would benefit from this NVQ?

The NVQ in Business & Administration is aimed at anyone who is involved in a junior clerical, administrative or secretarial role either in the public or private sectors, looking to become a future team leader or business manager.

The Level 3 qualification is aimed at those with considerable experience working as an administrator, wanting a qualification to recognise the skills you've developed in your role, including using more advanced software programmes, communication skills and supervising colleagues.

## What does the NVQ cover?

Learners are required to complete two mandatory units together with two optional units from a selection:

### Mandatory units

- Carrying out your responsibilities at work
- Working within your business environment

### Optional Units

- Managing diary systems
- Organising business travel and accommodation
- Preparing text from notes
- Making administrative arrangements for the appearance of individuals at court
- Ensuring your own actions reduce risks to health and safety
- Procuring products and services
- Managing and evaluating customer relations
- Planning and running projects
- Research, analyse and report information
- Making presentations
- Organising and co-ordinating events

### Course overview

<b>Qualification:</b>	Certificate
<b>Credits:</b>	N/A
<b>Duration:</b>	Flexible
<b>Learning:</b>	Workplace
<b>Assessment:</b>	Assessor

For more information contact Optimas Training on 01709 33 11 63 or visit [www.optimas-training.co.uk](http://www.optimas-training.co.uk)

