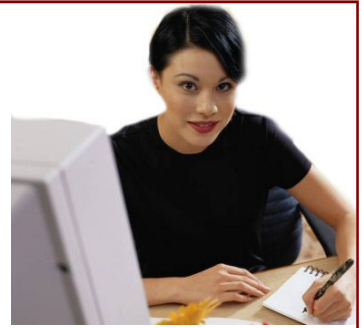


Business & Administration



Level 3

Who would benefit from the NVQ?

The NVQ in Business & Administration is aimed at anyone who is involved in a clerical, administrative or secretarial role either in the public or private sectors. The level three qualification offers a wide variety of subject areas including ICT, management, finance and accounting as well as offering learners the opportunity to import units from other qualifications so as to make it easier to match their NVQ to their job role. The level three qualification also offers specialist units covering legal secretaries, agriculture and school administration amongst others.

What does the NVQ cover?

Learners are required to complete both mandatory units together with four of the optional units, three of which must be from Group B.

Mandatory Units

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

Optional Units Group A

- Ensuring your own actions reduce risks to Health & Safety
- Managing diary systems
- Organising business travel and accommodation
- Using IT Systems 2
- Using IT to exchange information 2
- Database software 2
- Presentation software 2
- Specialist or bespoke software 2
- Preparing text from notes

Optional Units Group B

- Supervising an office facility
- Procuring products and services
- Managing & evaluating customer relations
- Managing the payroll function
- Completing the year end procedures
- Monitoring information systems
- Planning & running projects
- Making a presentation
- Organising and coordinating events
- Word processing software 3
- Spreadsheet software 3
- Website software 3
- Artwork and imaging software 3
- Designing and producing documents
- Planning & implementing motivation & change
- Developing productive working relationships with colleagues
- Providing leadership for your team
- Preparing text from shorthand
- Preparing text from recorded audio instructions
- Providing administrative support in schools

Contact Optimas on 01709 331 163

