



Business & Administration

NVQ Level 2

Course Overview

A more competent and effective workforce means better use of resources, increased productivity and significant savings. In today's working environment we are all expected to have experience in using information and technology to benefit the company we work for. The need for good administration skills affects everyone from receptionists to directors in the effort to turn "information" into "intelligence".

Business & Administration NVQ Level 2 is an accredited NVQ and can be completed in an intensive period. This training is available for those who are currently employed in any administrative role in business and would like to further develop their skills and competence in their area. Individuals who invest in their skills now will be making a sound investment towards their future.

Course Content

The course covers the key themes of business administration and includes two core units supplemented by three optional units. A typical course would follow a pattern similar to the following:

Core Units

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

Optional Units (recommended)

- Use IT to exchange information Level 2
- Word processing software Level 2
- Spreadsheet software Level 2

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Training & Assessment:

Training will consist of workshops run half a day per week in the afternoon or evenings for six weeks and will include three on-site assessments within the workplace for two hours each. A tutor and an assessor will be assigned for the length of the course.

Further assessment will include:

- In-class written assignments to demonstrate knowledge and understanding
- Observations in your work place to demonstrate understanding and competency
- A set of business administration simulation projects with a defined number of tasks to complete (where permitted for evidence purposes)
- Professional discussions (a recorded audio session)
- Simulations within the classroom and within a realistic working environment

Entry Requirements:

- Candidates will be selected on successful completion of an interview, assessment and screening.
- Candidates need to have literacy at level 1 due to the volume of written work in this qualification. Some basic IT skills are necessary, as is contact with IT in the workplace.
- Candidates need to be employed in a role where they are required primarily to carry out administrative duties. Examples of appropriate occupations would include secretary, administrative officer or assistant, stock controller, trainee managers in sales, marketing, human resource or financial capacities.

Enrolment:

To enrol, candidates are required to attend a recruitment day for interview, assessment and screening.

Interested?

If you'd like to find out more or enrol please call 020 8439 8937 or email employers@racc.ac.uk and speak to one of our Skills for Business Team members.

Fees:

Based upon eligibility of the candidate subject to initial assessment and screening.

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