

4428 NVQs in Business and Administration



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Frequently asked questions

For **Guided Learning Hours, Qualification Accreditation Number, Qualification Structures, Rules of Combination, Units, Assessment, Course design and delivery information**, see handbooks.

The resources you need to **deliver City & Guilds qualifications and details on complaints procedures, equal opportunities, malpractice** etc can be found in **Centre Administration**.

Level(s)	1-4	
Accreditation number/reference	Level 1 NVQ Award in Business and Administration – 500/9516/X Level 1 NVQ Certificate in Business and Administration - 500/9871/8 Level 2 NVQ Award in Business and Administration – 500/9466/X Level 2 NVQ Certificate in Business and Administration - 500/9677/1 Level 2 NVQ Diploma in Business and Administration - 501/0040/3 Level 3 NVQ Certificate in Business and Administration - 500/9626/6 Level 3 NVQ Diploma in Business and Administration - 500/9548/1 Level 4 NVQ Certificate in Business and Administration - 500/9776/3 Level 4 NVQ Diploma in Business and Administration - 500/9828/7	
Accreditation dates	Last registration: Level 1-4 31 Aug 2014	Last certification: Level 1: 31 Aug 2015 Level 2: 31 Aug 2016 Level 3: 31 Aug 2017 Level 4: 31 Aug 2017
What are the qualification numbers?	<ul style="list-style-type: none"> • 4428-01* / 91 Level 1 Award / *Certificate in Business and Administration • 4428-02* / 92 Level 2 Award / *Certificate / Diploma in Business and Administration • 4428-03* / 93 Level 3 Certificate / *Diploma in Business and Administration • 4428-04* / 94 Level 4 Certificate / *Diploma in Business and Administration *Full qualification route available where indicated, 4428-91-94 are	

	unit/top-up registration routes.
Eligibility for funding? (If yes, how do I get funding?)	For up-to-date details please contact your regional funding agency or visit: Skills Funding Agency: http://skillsfundingagency.bis.gov.uk Learning Aim Reference Application (LARA): https://gateway.imservices.org.uk/sites/lara/Pages/Welcome.aspx Education Funding Agency: http://www.education.gov.uk
Which qualifications are full?	4428 Level 2 NVQ Certificate in Business and Administration is designated as 'full' level 2 4428 Level 3 NVQ Diploma in Business and Administration is designated as 'full' level 3
Where can I find a mapping document that maps the work that is covered in the 4475 to the 4428 NVQ?	See the appendices in the 4475 handbook
What about support materials?	Qualification documentation is available for each level on the website including handbooks, qualification structures, imported units, centre information sheet. Generic N/SVQ recording forms are currently available.
Are there any Smartscreen resources?	Level 2 and 3 material are available on SmartScreen.
Certification (Full/unit)	Certificates of unit credit (CUC) are issued, as well as the full certificate upon successful completion of all required units.
What about technical certificates?	4475 Level 2 and 3 Certificate in Principles of Business and Administration replace the current 4413 technical certificates from 1 August 2010.
To complete an Apprenticeship what must the learner achieve?	9097 Intermediate and Advanced Business and Administration package including and excluding Functional/Key Skills. All 9050 centres can gain Fast Track approval to the new package. Intermediate Apprenticeship in Business and Administration (level 2) the learner must successfully complete the following: <ul style="list-style-type: none"> • 4428-02 Level 2 NVQ Certificate in Business and Administration • 4475-02 Level 2 Certificate in Principles of Business and Administration • Key Skills or Functional Skills Application of Number/Mathematics Level 1 Communication/English Level1 ICT Level 1

	<p>Advanced Apprenticeship in Business and Administration (level 3)</p> <p>the learner must successfully complete the following:</p> <ul style="list-style-type: none"> • 4428-03/93 Level 3 NVQ Diploma in Business and Administration • 4475-03 Level 3 Certificate in Principles of Business and Administration • Key Skills or Functional Skills Application of Number/Mathematics Level 2 Communication/English Level 2 ICT Level 2 <p>ERR: There are no additional employer requirements in these frameworks. ERR is assessed within the NVQ mandatory units and the technical certificates.</p> <p>There are also pathways in Legal Administration and Medical Administration which are not part of the package but all components are available through City & Guilds.</p>
<p>How do I claim the Apprenticeship certificate?</p>	<p>This should be claimed directly from the CfA see http://www.skillsca.org/</p>
<p>FAQ Document last updated</p>	<p>28 March 2013 Subscribe to our free monthly e-newsletter for product updates.</p>