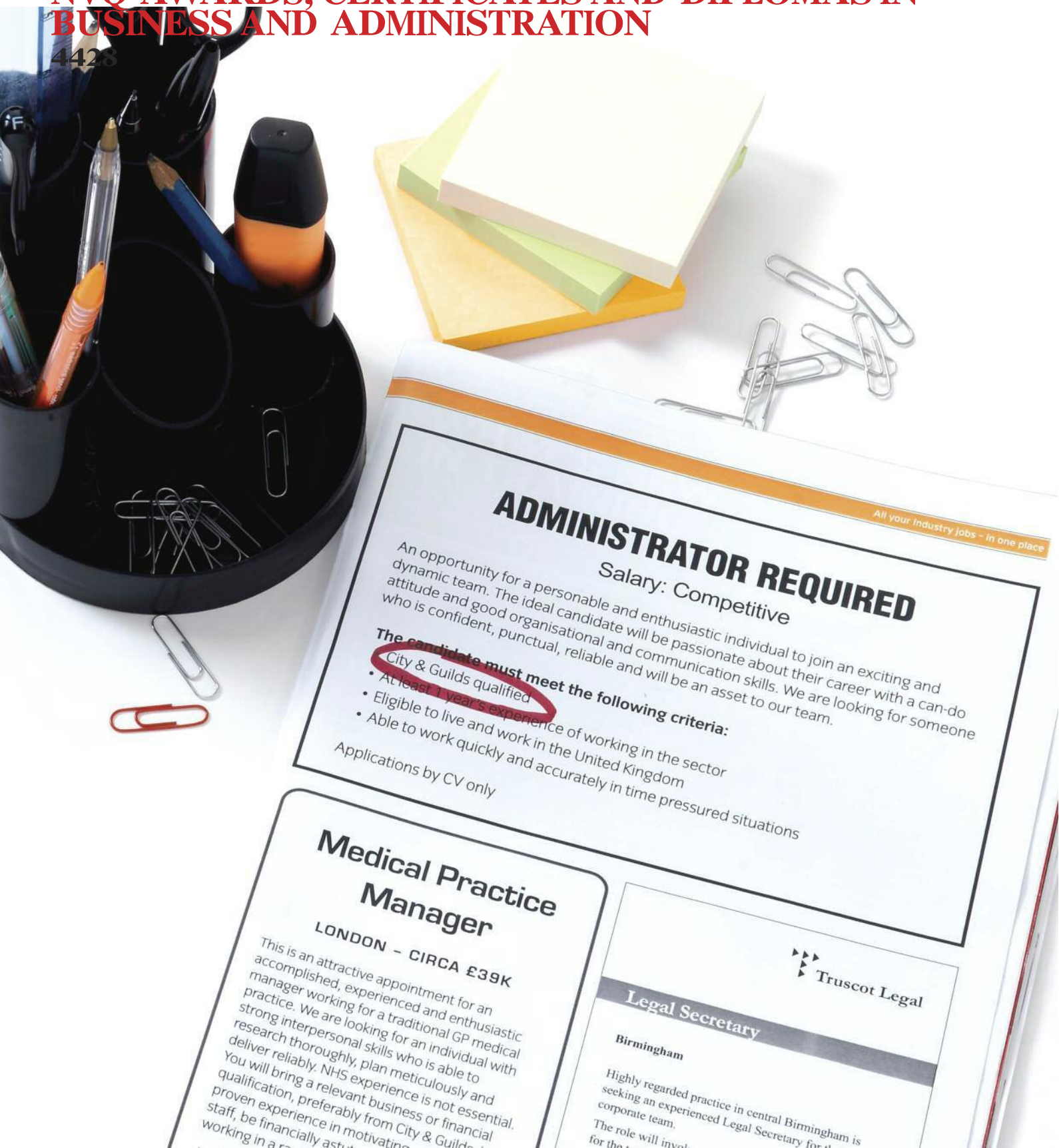


BUSINESS SUPPORT SKILLS QUALIFICATION FACTSHEET

NVO AWARDS, CERTIFICATES AND DIPLOMAS IN BUSINESS AND ADMINISTRATION

4428



All your industry jobs - in one place

ADMINISTRATOR REQUIRED

Salary: Competitive

An opportunity for a personable and enthusiastic individual to join an exciting and dynamic team. The ideal candidate will be passionate about their career with a can-do attitude and good organisational and communication skills. We are looking for someone who is confident, punctual, reliable and will be an asset to our team.

The candidate must meet the following criteria:


- City & Guilds qualified
- At least 1 year's experience of working in the sector
- Eligible to live and work in the United Kingdom
- Able to work quickly and accurately in time pressured situations

Applications by CV only

Medical Practice Manager

LONDON - CIRCA £39K

This is an attractive appointment for an accomplished, experienced and enthusiastic manager working for a traditional GP medical practice. We are looking for an individual with strong interpersonal skills who is able to research thoroughly, plan meticulously and deliver reliably. NHS experience is not essential. You will bring a relevant business or financial qualification, preferably from City & Guilds. Proven experience in motivating staff, be financially astute and be working in a...

 Truscot Legal

Legal Secretary

Birmingham

Highly regarded practice in central Birmingham is seeking an experienced Legal Secretary for its corporate team. The role will involve...

NVQ AWARDS, CERTIFICATES AND DIPLOMAS IN BUSINESS AND ADMINISTRATION 4428

Framework Qualification	Credit	Fundable	GLH	QAN	City & Guilds number
Level 1 NVQ Award and Certificate in Business and Administration	9-15	Yes	Award: 47-61 Certificate: 90-115	Award: 500/9516/X Certificate: 500/9871/8	Award: 4428-91 Certificate: 4428-01 / 91
Level 2 NVQ Award, Certificate and Diploma in Business and Administration	9-37	Yes	Award: 48-71 Certificate: 93-146 Diploma: 152-266	Award: 500/9466/X Certificate: 500/9677/1 Diploma: 501/0040/3	Award: 4428-92 Certificate: 4428-02 / 92 Diploma: 4428-92
Level 3 NVQ Certificate and Diploma in Business and Administration	30-40	Yes	Certificate: 128-201 Diploma: 167-272	Certificate: 500/9626/6 Diploma: 500/9548/1	Certificate: 4428-93 Diploma: 4428-03 / 93
Level 4 NVQ Certificate and Diploma in Business and Administration	30-39	Yes	Certificate: 136-173 Diploma: 161-228	Certificate: 500/9776/3 Diploma: 500/9828/7	Certificate: 4428-94 Diploma: 4428-04 / 94

QUALIFICATION AIM	QUALIFICATION LEVELS	PROGRESSION ROUTES
<p>Designed to reflect the current and future needs of employers, these qualifications will benefit people with minimal experience of providing administrative assistance through to those who implement business support services and organisational change.</p> <p>The flexible structure has been designed to instil learners of all abilities with the skills to reach their career ambitions within Business and Administration and related fields.</p>	<p>Level 1 focuses on everyday administrative tasks, including filing and answering the telephone, with enhanced skills requiring greater professional responsibility such as event support introduced at level 2.</p> <p>Level 3 learners develop a more comprehensive range of business skills, including team supervision and project management, while the focus on organisational strategy at level 4 caters to those in a managerial role.</p>	<p>Learners can confidently progress at their own pace through the various levels. Alternatively, the level 2 Certificate and level 3 Diploma can form part of the Business and Administration Apprenticeship Framework.</p> <p>Further training opportunities in specific administrative routes allow learners to gain the essential skills required to fulfil roles such as a medical administrator or legal secretary.</p>

PRODUCT INFORMATION	
KEY FEATURES	KEY BENEFITS
<p>Available as stand alone qualifications or as part of a Business and Administration apprenticeship.</p> <p>Mandatory units are complemented with optional units at each level.</p>	<p>The flexible and comprehensive syllabus is designed to facilitate progression.</p> <p>Increased choice of units and different qualification sizes provide ample opportunities for learners of all abilities to reach their potential.</p> <p>Optional units allow candidates to tailor learning content to suit their needs, while also meeting the requirements of employers.</p>
<p>Assessment is carried out in the workplace or a realistic working environment.</p> <p>Learners must submit a portfolio of evidence.</p>	<p>Assessment is designed to be as accessible as possible, to improve learner engagement.</p> <p>Evidence may include professional discussion, e-observation, IT assignments or the production of work materials such as presentations. This allows learners to draw upon topics which inspire and excite them, creating a more rewarding experience.</p>
<p>Learners, tutors and assessors benefit from an extensive pool of support services.</p> <p>These include: a qualification handbook, e-portfolio and interactive SmartScreen resources.</p>	<p>Online SmartScreen resources present learners and tutors with a wealth of on-demand support material. Features include sample lesson plans, revision guides, interactive quizzes and tutor discussion forums.</p> <p>City & Guilds e-portfolio solution provided by Skilsure includes an automated credit calculator and IV sampling plans, simplifying delivery and assessment for centres.</p>

REASONS TO CHOOSE CITY & GUILDS	
Strong brand recognition	With 99% of employers hailing our name as a mark of quality, no other UK awarding body provides candidates with such widespread recognition - opening the door to employment.
Relevant to industry demands	In collaboration with key training providers and employers, these qualifications were developed by experts in the field, to provide candidates with relevant skills which are straightforward yet exciting to deliver.
Breadth of portfolio	City & Guilds offers an extensive range of qualifications within Business and Administration and related sectors, meaning centres can seamlessly deliver consistent, up-to-the-minute learning content through one awarding body.

For more information call +44 (0) 844 543 0000 email centresupport@cityandguilds.com or visit www.cityandguilds.com