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City & Guilds

500/9626/6 Level 3 NVQ Certificate in Business and Administration

OVERVIEW

- What does this qualification cover?

This qualification covers the essentials of business administration, allowing the learner to develop the skills and knowledge required in a business environment.

The following areas can be covered within this qualification:

- Manage own performance in a business environment
- Evaluate and improve own performance in a business environment
- Work in a business environment
- Communicate in a business environment.

All learners will cover the mandatory core units and then a choice of optional units.

This is a Framework qualification.

Who could take this qualification?

Level 3 is ideal if you have some knowledge and experience of administration systems. You want to develop your skills to implement and monitor administrative procedures and systems, perhaps to move into a management role.

This qualification is suitable for anyone from 16 years old or over.

WHAT COULD THIS QUALIFICATION LEAD TO?

This qualification could lead to jobs such as:

- Secretary
- Receptionist
- Administrator
- Personal assistant
- Office supervisor
- Team leader
- Manager.

The learner could progress onto other qualifications such as:

- Level 3 Diploma in Business Support (4475)
- Level 2 and 3 Medical Administration/Secretarial qualifications (4419)
- Level 2 and 3 Certificates in Principles of Business and Administration (4475)
- Level 2 and 3 Legal Secretaries qualifications (7465)
- Level 2 and 3 Business Skills qualifications (7537)
- Level 1-4 NVQs in Customer Service (4430)
- ITQ Award/Certificate/Diploma for IT Users (7574)
- Leadership and management qualifications from the ILM.

WHO SUPPORTS THIS QUALIFICATION?

This qualification is supported by:

Flybe
Kings College NHS Trust
Northamptonshire NHA Trust
Thomas Cook Allied
Healthcare Greenbank
Services Ltd