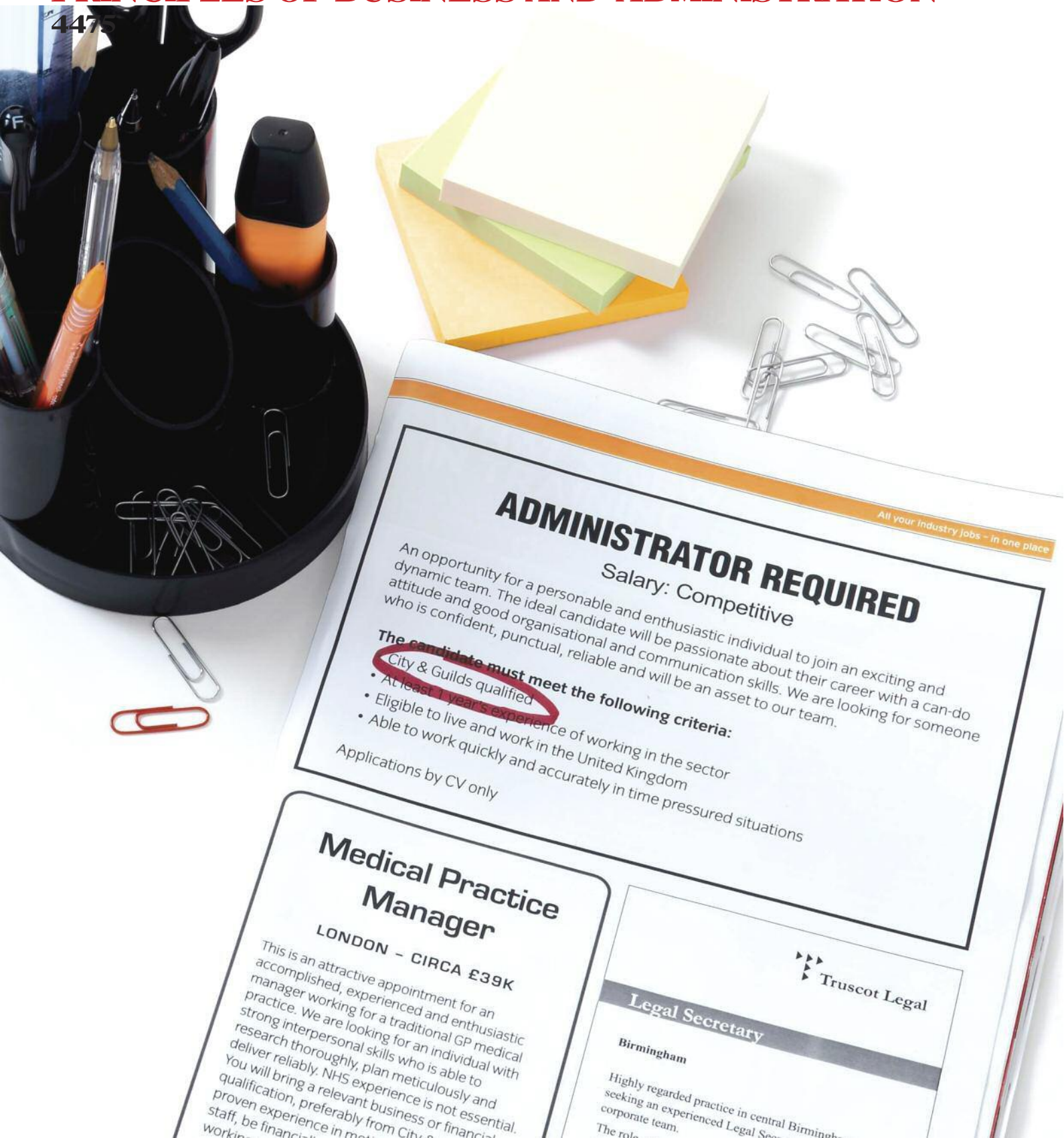


BUSINESS SUPPORT SKILLS QUALIFICATION FACTSHEET

PRINCIPLES OF BUSINESS AND ADMINISTRATION



4475

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 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 aware and able to work...

Truscot Legal

Legal Secretary

Birmingham

Highly regarded practice in central Birmingham seeking an experienced Legal Secretary to join their corporate team. The role...

PRINCIPLES OF BUSINESS AND ADMINISTRATION

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Framework Qualification	Credit	Fundable	GLH	QAN	City & Guilds number
Level 2 Certificate in Principles of Business and Administration	13	Yes	104 -144	501/0159/6	4475-02
Level 3 Certificate in Principles of Business and Administration	17	Yes	136 -176	501/0093/2	4475-03

QUALIFICATION AIM	QUALIFICATION LEVELS	PROGRESSION ROUTES
<p>From receptionists to research assistants, the ability to provide administrative support is beneficial to a host of exciting job roles, spanning various industries.</p> <p>These highly respected certificates give individuals with varying knowledge of administrative tasks a better understanding of how to provide first class business support, which will allow them to excel in their current or future employment.</p>	<p>Level 2 introduces learners to the notion of collaborating with others to complete everyday administrative tasks, while also encouraging a degree of independence to boost their confidence.</p> <p>Catering to those who want to get their teeth into a more demanding role, level 3 instils learners with the knowledge of how to supervise others and contribute to wider departmental or organisational change.</p>	<p>Learners can progress across our full range of qualifications in this area, including the level 2-4 NVQs in Business and Administration and Apprenticeships.</p> <p>Alternatively, learners can access more specialist routes through our level 2 and 3 qualifications, designed for roles such as legal or medical administrators and secretaries or related fields such as Customer Service, IT or Accounting.</p>

PRODUCT INFORMATION	
KEY FEATURES	KEY BENEFITS
<p>Structure</p> <p>Candidates complete 3 mandatory units at level 2, and 4 at level 3. A minimum of 2 credits must be taken from optional units at each level.</p>	<p>Individual units allow centres to offer a tailored qualification, focusing on the needs and aspirations of the individual.</p> <p>The variety available makes it easier for learners to choose specific routes eg working in the public sector.</p> <p>Also available as part of the Business and Administration apprenticeship at levels 2 and 3.</p>
<p>Assessment</p> <p>Each unit is assessed by a short assignment.</p> <p>An alternative multiple choice online test will be available for the mandatory units by December 2010.</p>	<p>Carried out in any suitable learning environment, learners must complete assignments designed to meet the demands of any administrative support role.</p> <p>The upcoming multiple choice tests to be offered on GOLTA are designed to cut the time spent by assessors/tutors on marking. Available on-demand, candidates only complete the test(s) when they are entirely confident.</p>
<p>Support</p> <p>These Certificates are supported by free qualification handbooks, including additional guidance on units, sample assignments and an assessment guide.</p> <p>SmartScreen resources will be available online in 2011.</p>	<p>Designed to make delivery as manageable and rewarding as possible, the qualification handbook points training providers in the right direction in terms of learning content, assessment and progression.</p> <p>SmartScreen will provide learner and tutorial resources such as revision materials, interactive quizzes and lesson plans. The service is available on-demand to boost learner engagement.</p>

REASONS TO CHOOSE CITY & GUILDS	
<p>Our qualifications open the door to employment</p>	<p>A City & Guilds qualification can greatly increase candidates' chances of finding employment, with 99% of employers recognising our name as a mark of quality and skills assurance.</p>
<p>Relevant to industry demands</p>	<p>A team of experts in the business administration field worked in collaboration with training providers and employers to tailor these qualifications, ensuring that they are relevant, straightforward to deliver and facilitate holistic assessment.</p>
<p>Appealing range and scope of trusted qualifications</p>	<p>Learners are increasingly attracted to qualifications which can be used as a base for further learning and progression and City & Guilds is able to provide a dynamic range of qualifications to meet this demand.</p>

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