

Level 1 NVQ Award in Business and Administration

Course content

Units have different credit values and to achieve the Award learners must gain a total of 9 credits.

Mandatory units

- Communicate in a business environment
- Work in a business environment

Worth 7 credits.

Optional units

Choose 1 unit from:

- Assist in handling the mail
- Use office equipment
- Meet and welcome visitors
- Word processing software

2 credits must be achieved.

Who is the course for?

The Level 1 NVQ Award in Business and Administration qualification provides the first step towards a career in administration. The qualification introduces the basic elements that are needed to enable learners to work on a range of practical skills in a real working environment.

Assessment method

- Observations
- Witness testimonies
- Verbal and written questioning
- Worksheets
- Portfolio building
- Placement diary (if applicable)

Entry requirements

Functional Skills in English and Maths at Entry Level 3 or above.

Future opportunities / career options

On completion of this course learners will gain a Level 1 Award in Business and Administration. Progression is to a Level 1 Certificate or a Level 2 Award in Business and Administration or to find employment within the administration industry.

When the course is run?

Daytime, 2 days per week (9am - 4pm) 36 weeks per year.



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2011/12
Academic Year

**Contact Guidance on
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