

Level 2 NVQ Certificate in Business and Administration

Course content

Units have different credit values and to achieve the Award learners must gain a total of 21 credits.

Mandatory units

- Manage own performance in a business environment
- Improve own performance in a business environment
- Work in a business environment
- Communicate in a business environment

Worth 9 credits.

Optional units

Minimum of 4 optional units (may be more*). Units include:

- Presentation software
- Word processing software
- Handle the mail
- Using office equipment
- Make and receive telephone calls

*12 credits must be achieved.

Who is the course for?

The Level 2 NVQ Certificate in Business and Administration qualification is aimed at anyone progressing from the Level 1 Award or Certificate in Business and Administration qualification.

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 Level 1 or above.

Future opportunities / career options

On completion of this course learners will gain a Level 2 Certificate in Business and Administration. Progression is to Level 2 Diploma or Level 3 Certificate 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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