

Level 3 NVQ Certificate in Business and Administration

Course content

Units have different credit values and to achieve the Award learners must gain a total of 30 credits.

Mandatory units

- 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

Worth 13 credits.

Optional units

- Use office equipment
- Maintain and issue stationery stock
- Support the organisation of meetings
- Develop a presentation
- Design and produce documents in a business environment

17 credits must be achieved.

Who is the course for?

The Level 3 NVQ Certificate in Business and Administration qualification is aimed at anyone progressing from the Level 2 Certificate or Diploma 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 2 or above.

Future opportunities / career options

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