



## NVQ Level 2 Business & Administration

### Target Audience & Prerequisites

This qualification is suitable for candidates employed within an office environment and who wish to have their essential competencies recognised by a national qualification.

### Course Outline

The NVQ is made up of 5 work related units, which measure a person's capability and job competency. The qualification is individually designed to match the candidate's job role and knowledge and practical skills development is expected.

There are 2 mandatory units and 3 optional units to be completed.

### Accreditation & Reward

Following successful completion, candidates will be awarded a certificate approved by the City & Guilds with the opportunity for a formal presentation at the Textile Centre of Excellence's awards day. Opportunities for further progression are available and might include:

- Level 3 in Business & Administration
- ILM Level 3 Award in First Line Management

<b>Course Delivery:</b>	Assessed in the workplace by qualified assessors through work observation, discussion and personal statements with work assessed by role not individual units
<b>Venue:</b>	Onsite at the employer's premises
<b>Duration:</b>	Up to 6 months
<b>Cost:</b>	No cost to eligible learners through Apprenticeships or Train to Gain £1,245.00 + VAT per candidate without funding
<b>Course Dates:</b>	Candidates can begin this NVQ at any point in the calendar year
<b>Contact:</b>	Angela Keenan or a member of the Training & Learning Team



INVESTOR IN PEOPLE



Tel: (01484) 346500

Fax: (01484) 346501

Email: [angelakeenan@textile-training.com](mailto:angelakeenan@textile-training.com)

Web: [www.textilehouse.co.uk](http://www.textilehouse.co.uk)

Huddersfield & District Textile Training Co Ltd, subsidiary Huddersfield Textile Training Ltd  
Registered in England, Company Numbers: 3485552 & 3481670 VAT Reg No: 399 4093 00