



## NVQ Level 2 Certificate in 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

To achieve a Level 2 Certificate in Business and Administration you must achieve a minimum of 21 credits overall. There are four mandatory units which total 9 credits. The remaining credits are made up from the optional units.

The NVQ certificate will measure a person's capability and job competency and is individually designed to match the person's job role and knowledge and practical skills development.

### 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 Advanced Apprenticeship in Business and Administration
- Level 3 NVQ Certificate/Diploma in Business & Administration
- Level 3 NVQ Diploma in Customer Service
- Level 2 or 3 Leadership and management qualifications

<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>	Approx 6 to 10 months
<b>Cost:</b>	No cost to eligible learners through Apprenticeships Employer contribution required for anyone over the age of 19
<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



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