

## NVQ Level 3 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. Those candidates with a Level 2 will find this qualification a natural progression.

### Course Outline

The NVQ is made up of 6 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:

- Carry out your responsibilities at work
- Work within your business environment

Candidates must also achieve 4 optional units made up of units from Group A (level 2) and Group B (level 3).

### 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 4 in Business & Administration
- Level 3 or 4 management qualification

<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 Train to Gain £1,868.00 + 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, Sue Taylor or a member of the Training & Learning Team