

NVQ

LEVEL 2

# Business Administration



NVQs in Business and Administration are for people who want to work in administrative support roles in public or private sector organisations, or people who want to improve their administrative and supervisory skills. These flexible qualifications can be tailored to individual learners' and employers' needs - no matter what industry they're in.

## Who is this suitable for?

This qualification is for learners who work in, or who want to work in Business Administration in job roles such as:

- » Administrator
- » Business Support Officer
- » Office Junior
- » Receptionist

## Awarding Body



## Course Contents

Depending on which level you take, you'll cover areas such as:

- » Communication
- » Administrative Services
- » Employment Rights & Responsibilities
- » Document Production
- » Employer Organisations
- » Information Management
- » Developing working relationships
- » Developing customer relationships

## Assessment

To gain an NVQ, you need to show you've got a particular set of skills. You usually work with your training provider to review your current skills and find the best way to gain new ones - perhaps by trying new things at work, or by studying.

The qualification can be delivered in either the classroom, workplace or remotely.

Depending on the optional units that are picked, learners are assessed through:

- » Exams (electronic)
- » Portfolio of evidence (paper or electronic)
  - » Professional Discussions
  - » Observations
  - » Witness Testimonies
  - » Case Studies
  - » Projects

## Duration



This course can be completed within 5 months and contains assessment carried out in the workplace.

## Funding

Geason Training is able to access government funding for this course including the European Social Funding (ESF) and Adult Education Budget (AEB) funding. Geason Training have a dedicated team who will assist you to ensure you receive the maximum grants available..

## Flexible Delivery and Dedicated Support

Once the learners are enrolled on the programme, they will be assigned a Skills Trainer. Our NVQ qualifications are delivered using various proven methods:

- Coaching and mentoring
- Workplace observations and practical tuition
- Assessment Delivery
- Remote Learning Sessions
- Self-Study Modules and Activities



## Units

### Mandatory

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

### • Optional (example to meet rules of combination)

- Work with other people in a business environment
- Produce documents in a business environment
- Organise and report data
- Store and retrieve information
- Respond to change in a business environment



## Contact

If you would like any more information about the qualification, please contact us

by phone: 0330 088 9671 or via email: [enquiries@geason.co.uk](mailto:enquiries@geason.co.uk) or visit: [www.geasontraining.co.uk](http://www.geasontraining.co.uk).

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