



## Entry Requirements

An interview is required. This work related qualification is aimed at people who already have experience of office based skills, perhaps in, or preparing for a line management role and so it is essential that you are currently working in a business administration related role.

## Assessment

Assessment is by production of a personal portfolio of evidence demonstrating understanding and application of the performance criteria of the L3 NVQ Diploma in Business and Administration



## Other Agencies offering information, advice and guidance include:

- ◆ The National Careers Service
- ◆ The National Apprenticeships Service (NAS)
- ◆ UCAS – <https://www.ucas.com/ucas/undergraduate/getting-started/thinking-about-uni>

For more information contact **Claire Richards** our Work Based Learning Manager, Training Co-ordinator or our Business Development Team for **free** information, advice and guidance.

## Contact Us

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**BUSINESS  
ADMINISTRATION  
APPRENTICESHIPS  
PROGRESSION ROUTES**



## Level 2 NVQ Certificate in Business and Administration

### Course Overview

This qualification provides evidence of competence of being in a supporting role in an office environment. Optional units provide opportunity to show understanding and skills in a variety of areas, including IT, customer service, document production and data management

### Course Content

To achieve the L2 NVQ Certificate in Business and Administration, you must complete four mandatory units, and a number of optional units which will be selected at your enrolment session.



### The mandatory units are:

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

### Entry Requirements

An interview is required. This is a work-oriented qualification and is suitable for those who undertake administration related activities. It is aimed at candidates who work as part of a team and provide information and resources to others; it is essential that applicants are currently working in a business administration related role.

### What does this course lead to?

L3 NVQ Diploma in Business and Administration. L2 NVQ Certificate in Customer Service.



## Level 3 NVQ Diploma in Business and Administration

This course is aimed at people who currently negotiate, supervise, manage and contribute to the running of an office.

To achieve the L3 NVQ Diploma in Business and Administration students must complete four mandatory units, and a number of optional units which will be selected at the enrolment session.

### The mandatory units are:

- 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

