

NVQ 2 Business Administration Course Information



Who is this course for?

To take the NVQ level 2 in Business administration you will need to be working in an office environment where you have lots of access to administrative duties. You will be the kind of person that enjoys to work using a variety of admin methods and want to improve the way in which you look carry them out. You must have regular use of a PC.

What's involved?

If you are eligible then this NVQ can be funded so there is no cost to you. Once eligibility has been determined then you will have an induction to the NVQ with one of our qualified and experienced assessors.

After the induction you will then start on the NVQ work. This involves you answering a series of business administration related questions and producing evidence such as reflective accounts and work diaries.

Whilst your working on your evidence your assessor will observe you working in your normal environment and write reports about the good things they see you do.

With your evidence and answers and the assessors observations you will quickly progress through the NVQ units.

What do I get from the NVQ?

You will gain a lot more skills on how to work with customers and hints and tips from our assessors on further improving your existing skills.

Remember, our assessors are experts in business administration.

Once the NVQ has been completed by you and the assessor you will then receive a NVQ Level 2 certificate from City & Guilds. This qualification is for life so there's no need to renew it ever.

How do I start?

To start and NVQ with us complete the booking form attached and send in to the address provided or call Jamie on 07515 942367 or 0115 9101472