

# **NVQ BUSINESS & ADMINISTRATION**

Level: 2

BOARD: EDI

LENGTH OF COURSE: – 1 YEAR

## **What will I learn?**

A course designed to prepare you for working in an office. You will learn through a combination of work placement, portfolio completion and taught lessons. This course has a formal dress code. Progression to NVQ Level 3 is available.

## **How will I learn?**

You will learn through practical on-the-job training within a work environment and structured classroom lessons. You will have a full timetable attending the course five full days a week.

## **How will I be assessed?**

The course is assessed by developing portfolio evidence collected from the work environment. This portfolio will be presented for external verification as the student's record of competency in the area of office administration.

## **Where might it lead?**

This course offers you a specialist work-based qualification to support a range of careers in business and administration or to progress onto studying for an NVQ Level 3 in Business & Administration or related subjects such as hospitality management.

With further training, you could continue to develop your career in business and administration by getting a job within marketing, finance or human resources.

## **What are the entry requirements?**

No entry requirements

**Further information is available from: Mrs M Mills**