



NVQ in Business and Administration Level 2 or Level 3 ***A professional development programme***

This is a nationally recognised qualification offered by City and Guilds.

Who qualifies for this course?

- Staff who are in bands 1-4

Who will benefit?

The course will benefit staff who work in an office environment, such as receptionists, administrators, medical secretaries, team leaders and office managers.

How does it work?

Candidates are required to complete 5 units for level 2 or 6 units for level 3 and these are carried out at work. Two units are mandatory, they are:

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

The other units can be chosen from a list of optional units. Some examples of these are:

- Work effectively with other people
- Manage diary systems
- Organise and support meetings
- Prepare text from notes
- Use IT to exchange information
- Spreadsheet software
- Word processing software

Course Delivery

Candidates will meet on a regular basis with their NVQ assessor and full support will be given.

To find out more, or book a place on the course, please contact:

Liz Masiah Learning and Development Team Jubilee House

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NVQ Application Form

Indicate the NVQ course of interest: _____

Full Name:
(as you would like your name to appear on a certificate)

Address & Postcode:

National Insurance Number:

Date of Birth:

Work Telephone Number:

Home and/or Mobile Telephone Number:

Email Address:

Any Disabilities or Health Problems:

Train to Gain Funding Eligibility Information

5 GCSEs, 5 CSE Grade 1s, 1 or more A' Levels, 2 AS Levels, BES general certificate/Diploma with Credit, an HND/HNC, Edexcel/BTEC 1st Higher Diploma or higher, C&G Higher Operative or Craft, GNVQ Intermediate or higher, NVQ Level 2,3 or 4 or an Access Course.

Do you have any of these qualifications? Please give details below.

Have you been permanently resident in the EU/EEA for the last 3 years?

Have you been granted refugee status by the government?

Signed:

Date: