

NVQ Business and Administration Level 3

This NVQ is a progression route from NVQ Business and Administration Level 2 and ideal for those who are working in an office environment including Administrators, Co-ordinators, Team leaders, Supervisors, Office Managers or similar roles.

Candidates completing this NVQ may wish to progress to further qualifications at Level 3 in the same and related subject areas, including NVQ in Customer Service Level 3. Candidates may wish to top-up or enhance their training with Level 3 NVQ Advice and Guidance.

The qualification consists of 2 mandatory units:

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

To achieve the qualification, candidates need to successfully complete the 2 mandatory units and choose 4 optional units from a selection.

Assessments will take place in the workplace and will include the following methods: Observation, professional discussion, questioning, and projects and assignments.

Optional units include the following and there are many more available to suit different job roles

- Supervise an office facility
- Manage and evaluate customer relations
- Monitor information services
- Make a presentation
- Plan and run projects
- Organise and coordinate events
- Word processing software
- Spreadsheet software
- Prepare text from shorthand
- Provide leadership for your team
- Design and produce documents