

NVQ 2 Business Administration

edexcel 



A nationally recognised qualification approved by Edexcel

Benefits

- A practical, flexible programme tailored to meet employers' requirements
- Covers a wide range of administrative functions relevant to many organisations.
- Select from a range of units suited to specific job roles – please see overleaf.
- There are no examinations or tests to complete; assessors will visit the workplace to assess employees on real tasks carried out as part of their job.
- Starting throughout the year
- Free or subsidised places available to eligible employees – please ring for details

Suitable for

New or experienced administrators with no supervisory responsibility.

Find out more or to register interest

Contact our Employer Hotline on **(01274) 327327** or e-mail **enquiries@shipley.ac.uk** for further details.



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Giving your staff the skills they need

Units within the qualification

Mandatory units

- Unit 201** Carry out your responsibilities at work
Unit 202 Work within your business environment

Optional units

(a sample of the option units available)

- Unit 110** Ensure your own actions reduce risks to health and safety
Unit 203 Maintain customer relations
Unit 204 Manage diary systems
Unit 205 Organise business travel and accommodation
Unit 206 Deal with visitors
Unit 207 Process customer financial transactions
Unit 208 Operate credit control procedures
Unit 209 Store, retrieve and archive information
Unit 210 Research and report information
Unit 211 Organise and support meetings
Unit 212 Use IT Systems
Unit 213 Use IT to exchange information
Unit 214 Word processing software
Unit 215 Spreadsheet software
Unit 216 Database software
Unit 217 Presentation software
Unit 218 Specialist or bespoke software
Unit 219 Use a telephone system
Unit 220 Operate office equipment
Unit 221 Prepare text from notes
Unit 222 Prepare text from shorthand
Unit 223 Prepare text from recorded audio instruction
Unit 224 Produce documents
Unit 225 Work effectively with other people

Working together... reaping the benefits

Visit our website for details on our courses and for the portfolio of **learnirect** e-courses

www.shipleigh.ac.uk