

# NVQ 3 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 are available for eligible employees - please ring for details.

## Suitable for

Experienced administrators and learners with some supervisory responsibility.

## Find out more or to register interest

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



**Giving your staff the skills they need**

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# Units within the qualification

## Mandatory units

- Unit 301** Carry out your responsibilities at work
- Unit 302** Work within your business environment

## Optional units

### Group A

- Unit 110** Ensure your own actions reduce risks to health and safety
- Unit 204** Manage diary systems
- Unit 205** Organise business travel and accommodation
- Unit 212** Use IT Systems
- Unit 213** Use IT to exchange information
- Unit 216** Database software
- Unit 217** Presentation software
- Unit 218** Specialist or bespoke software

### Group B Options for learners with supervisory experience only

- Unit 303** Supervise an office facility
- Unit 304** Procure products and services
- Unit 305** Manage and evaluate customer relations
- Unit 306** Managing the payroll function
- Unit 307** Completing year-end procedures
- Unit 308** Monitor information systems
- Unit 309** Run projects
- Unit 310** Research, analyse and report information
- Unit 311** Plan, organise and support meetings
- Unit 312** Make a presentation
- Unit 313** Organise and co-ordinate events
- Unit 314** Word processing software
- Unit 315** Spreadsheet software
- Unit 316** Website software
- Unit 317** Artwork and imaging software
- Unit 318** Design and produce documents
- Unit 319** Plan and implement innovation and change
- Unit 320** Develop productive working relationships
- Unit 321** Provide leadership for your team
- Unit 322** Prepare text from notes
- Unit 323** Prepare text for shorthand
- Unit 324** Prepare text from recorded audio instruction

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