

## Business and Administration NVQ Level 2

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<b>Description</b>	The NVQ Level 2 in Business and Administration is suitable for those working in administration across all occupations and sectors of employment.
<b>Qualification overview</b>	The Business and Administration NVQ award provides formal recognition of administrative competence in a wide range of business settings. The qualification is structured to allow the candidate to work at their own pace, with their own assessor during working hours.
<b>Timescale</b>	3 to 6 months, dependant on the individual candidates circumstances.
<b>Content</b>	<p><b>Core units</b></p> <ul style="list-style-type: none"><li>• Carry out your responsibilities at work</li><li>• Work within your business environment</li></ul> <p><b>Optional units</b></p> <ul style="list-style-type: none"><li>• Ensure your own actions reduce risks to health and safety</li><li>• Maintain customer relations</li><li>• Manage diary systems</li><li>• Organise business travel and accommodation</li><li>• Deal with visitors</li><li>• Process financial transactions</li><li>• Operate credit control procedures</li><li>• Store, retrieve and archive information</li><li>• Research and report information</li><li>• Organise and support meetings</li><li>• Use IT systems</li><li>• Use IT to exchange information</li><li>• Word processing software</li><li>• Spreadsheet software</li><li>• Database software</li><li>• Presentation software</li><li>• Specialist or bespoke software</li><li>• Use a telephone system</li><li>• Operate office equipment</li><li>• Prepare text from notes</li><li>• Prepare text from shorthand</li><li>• Prepare text from recorded audio instruction</li><li>• Invoice documents</li><li>• Work effectively with other people</li></ul>
<b>Awarding body</b>	The awarding body for this qualification is Edexcel
<b>Assessment</b>	To achieve the NVQ, candidates must successfully complete the two core units plus three optional units. Assessment takes place through direct observation within a work setting combined with inspection of supplementary evidence such as assignments, professional discussion, witness testimonies and work products.

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