

Business and Administration NVQ Level 3

Description	The Business and Administration NVQ Level 3 is intended for those who are working at a senior level with considerable responsibility for the management of systems and resources, working with an extensive degree of autonomy.
Qualification overview	<p>Achieving Level 3 is an assurance to current and future employers that skills are up-to-date and at the necessary level. Candidates will gain, and where relevant apply, a range of knowledge, skills and understanding within the sector. The award can help those wishing to go to university, who work independently or in some areas, supervising and training others in their field of work.</p> <p>The qualification is structured to allow the candidate to work at their own pace, with their own assessor during working hours.</p>
Timescale	3 to 6 months, dependant on the individual candidates circumstances.
Content	<p>Core units</p> <ul style="list-style-type: none">• Carry out your responsibilities at work• Work within your business environment <p>Optional units group A</p> <ul style="list-style-type: none">• Ensure your own actions reduce risks to health and safety• Manage diary systems• Organise business travel and accommodation• Use IT systems 2• Use IT to exchange information 2• Database software 2• Presentation software 2• Specialist or bespoke software 2• Prepare text from notes <p>Optional units group B</p> <ul style="list-style-type: none">• Supervise an office facility• Procure products and services• Manage and evaluate customer relations• Managing the payroll function• Completing year-end procedures• Monitor information systems• Plan and run projects• Research, analyse and report information• Plan, organise and support meetings• Make a presentation• Organise and coordinate events• Word processing software• Spreadsheet software• Website software

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- Artwork and imaging software
- Design and produce documents
- Plan and implement innovation and change
- Develop productive working relationships with colleagues

Awarding body The awarding body for this qualification is Edexcel

Assessment To achieve the NVQ candidates must successfully complete two core units plus four optional units. One from A and 3 from B, or 4 from B.

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.

Contact us For more information please contact Mapalim on info@mapalim.com or by telephone on 020 7284 3215.

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