

Business and Administration NVQ Level 4

Description	Business and Administration NVQs are aimed at 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>The NVQ is a skills benchmark. Achieving Level 4 is an assurance to current and future employers that your skills are up-to-date and at the necessary level. Gaining the award can lead to career advancement, wage increase with recognition and official accreditation of skills.</p> <p>The qualification aids specialist learning and involves detailed analysis of a high level of information and knowledge. Learning at this level is appropriate for people working in technical and professional jobs, and/or managing and developing others. It 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">• Manage and evaluate customer relations• Research, analyse and report information <p>Optional units group B</p> <ul style="list-style-type: none">• Manage an office facility• Manage contracts• Negotiate and agree budgets• Monitor and review the implementation of corporate objectives, strategies and policies• Inform and facilitate corporate decision-making• Evaluate internal and external factors and promote partnership working• Manage risk• Create and manage information systems• Manage projects• Chair meetings• Promote innovation and change• Develop productive working relationships with colleagues and stake holders• Allocate and monitor the progress and quality of work in your area of responsibility• Recruit, select and keep colleagues• Provide learning opportunities for colleagues• Provide leadership in your area of responsibility

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- 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. At least three from group B.
- Contact us** For more information please contact Mapalim on info@mapalim.com or by telephone on 020 7284 3215.
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