



## Workplace Qualifications

### NVQ CERTIFICATE IN BUSINESS AND ADMINISTRATION (QCF)

If you provide administrative support to your manager or department, an NVQ Certificate in Business and Administration (QCF) is a highly flexible, nationally recognised qualification that enables you to become more effective in your job and to demonstrate your skills and experience to current or future employers. The qualification is awarded once you have shown that you can competently demonstrate your business and administration skills.

This course helps you plan your NVQ Programme, gain the necessary knowledge and understanding and compile the portfolio of evidence required to achieve the Level 2 NVQ Certificate in Business and Administration. You'll plan your programme of learning, development and assessment with your Assessor and work together to compile a portfolio of evidence that proves you're skillful and knowledgeable in your role.

The subject areas you will be demonstrating your competencies in may include: incorporating your company's values into your own behaviour, dealing with unacceptable behaviour, sustainability, diversity, workplace security, how to create, summarise and locate information, deal with mistakes, support your colleagues and work effectively as part of a team.

#### What will I learn?

Depending on your module selection, you will be able to demonstrate that you can:

- Communicate confidently and contribute to discussions
- Recognise and manage problems at work
- Identify the employment legislation relevant to your role
- Support your colleagues and work effectively as part of a team
- Reduce waste in the workplace
- Use technology and equipment to maximise efficiency

#### What courses are available?

There is a range of online courses available covering subjects such as: Work responsibilities, project management, document production,

events and meetings, communications, customer service, managing information and data, business resources, innovation and change, health, safety and security of people, premises and property.

#### The benefits of Business Administration?

- Business Administration lets you show your current employer—and any future employers that you have reached a recognised national standard.
- Business Admin is flexible. You choose which skills you need to develop to help you in your own particular job and then follow a tailor-made programme that meets your individual needs.