



Business and Administration

NVQs and Apprenticeships

"I've always wanted to work in a business environment. This NVQ gave me that opportunity. Employers were impressed that I took the time to further my skills in the workplace. I enjoy applying my new knowledge to real life situations. I'm now training to be a personal assistant."

Amy, Clerical Officer

We offer a range of business and administration qualifications to suit different levels of experience and expertise. Our qualifications will help you gain the knowledge, skills, and understanding to progress from a junior secretary to a department head.

Benefits for learners

- > Many employers believe business and administration roles are the most difficult to recruit. Having an Edexcel NVQ or Apprenticeship will demonstrate to employers that you have reached a national standard in training and increase your employability
- > Our qualifications can be easily transferred, or used as a foundation to lead into other rewarding career paths across all sectors
- > Gain a competitive edge over the 4.7 million people working in the UK business and administration sector
- > Choose from our selection of option units (which form the qualification) to match your career choice.

Benefits for employers

- > Improve the skills gap of your workforce to increase productivity
- > Ensure a consistency of business administration standards across all your departments and/or sites
- > Our range of business and administration qualifications are designed to suit all your staff, at all levels
- > Your staff learn while they work so there will be minimal disruptions to your business operations.

More choices with Edexcel's Business and Administration NVQs

You can progress through each level to build new skills, address your skills gap, or expand your existing skills to qualify for managerial roles.

NVQ Level	Common job roles	Examples of duties involved
Level 1	Office junior	Welcoming visitors; handing mail; making telephone calls; storing and receiving information
Level 2	Administrative assistant, Clerical assistant	Managing customer relations and diary systems; arranging travel and accommodation; producing documents; dealing with visitors
Level 3	Secretary; Personal assistant; Office administrator	Supervising an office facility; managing and evaluating customer relations; using IT systems; completing year-end procedures; managing the payroll function; planning and running projects
Level 4	Company secretary, Head of Administration	Researching, analysing and reporting information; creating and managing information systems; chair meetings; providing leadership; allocating and monitoring the progress and quality of work

Our business and administration qualifications are planned to be migrated to the new Qualifications Credit Framework (QCF) from 2010.

Gain on-the-job training with Edexcel's Business and Administration Apprenticeships

By completing our Apprenticeships, you will be awarded the relevant **NVQ, BTEC and Key Skills qualification**, as well as an **Apprenticeship Certificate** from the relevant Sector Skills Council or Sector Skills Body.

Business and Administration Apprenticeship

- > Level 2 NVQ in Business and Administration (competence-based)
- > Level 2 BTEC Certificate in Business and Administration (knowledge-based) OR Level 2 BTEC Diploma in Business Administration (knowledge-based)
- > Key Skills

Business and Administration Advanced Apprenticeship

- > Level 3 NVQ in Business and Administration (competence-based)
- > Level 3 BTEC Certificate in Business Administration (knowledge-based) OR Level 3 BTEC Diploma in Business Administration (knowledge-based)
- > Key Skills

Need more information?

If you would like more information about our business and administration qualifications, please call us on **0844 576 0045**, email wbl@edexcel.com, or visit www.edexcel.com/nvq

About Edexcel

Edexcel, a Pearson company, is the UK's largest awarding body offering academic and vocational qualifications and testing to schools, colleges, employers and other places of learning in the UK and internationally.