

Business Administration NVQ Level 3 (Ref 002)

Duration: 20—32 weeks

Venue: In the trainee's workplace

Date/Time: Dates and times suit learner, your employer, the assessor.



Programme and Content:

- **Induction**— What is an NVQ? Health and Safety, Study skills, Registration and paperwork, Completion of CV Exercise, Organisational structure, Job description, Identification of organisational and personal objectives. Skillscan to choose optional units.
- **Observation Assessment**—Each candidate will be observed on one of their chosen optional units, covering competences as per assessment plan. Assessor feedback and Action Plan agreed with each learner.
- **Desk Assessment plus any required training**—Each learner to have a 1 to 1 session with tutor/ assessor to review own self development and portfolio progress and evidence. Preparation for mandatory *units 201 and 202*. Action Plan for further work to be agreed and set.
- **Observation Assessment**—Each candidate will be observed on another of their chosen optional units, covering competences as per assessment plan. Assessor feedback and Action Plan agreed with each learner.
- **Desk Assessment plus any required training**—Each learner to have a 1 to 1 session with tutor/ assessor to review own self development and portfolio progress and evidence. Action Plan for further work to be agreed and set.
- **Observation Assessment**—Each candidate will be observed on their final chosen optional units, covering competences as per assessment plan. Assessor feedback and Action Plan agreed with each learner.
- **Desk Assessment plus any required training**—Each learner to have a 1 to 1 session with tutor/ assessor to review own self development and portfolio progress and evidence. Action Plan for further work to be agreed and set.
- **Observation Assessment**—Each candidate will be observed on their final chosen optional units, covering competences as per assessment plan. Assessor feedback and Action Plan agreed with each learner.
- Training session on optional units. Final session to check portfolios and final assessment documents.



In addition to the tutor / assessment sessions, learners will be allocated key tasks and assignments and should expect to spend at least 2 hours a week on this guided learning.

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Issued 24th February 2010. *If you would like this information in another format please let us know your requirements.*



The OCR Level 3 NVQ in Business and Administration aims to recognise the skills and competences of candidates in the workplace. The qualification provides individuals with an opportunity to demonstrate the skills and knowledge needed for a career in business and administration. The units encompass a broad range of competencies from the administration sector.



To achieve a full award in Level 3, candidates must complete six units in total from two mandatory units and four optional units. At least three optional units must be from group B.



Mandatory units

- 301 Carry out your responsibilities at work
- 302 Work within your business environment

Optional units – group A

- 110 Ensure your own actions reduce risks to health and safety
- 204 Manage diary systems
- 205 Organise business travel and accommodation
- 212 Use IT systems 2
- 213 Use IT to exchange information 2
- 216 Database software 2
- 217 Presentation software 2
- 218 Specialist or bespoke software 2
- 221 Prepare text from notes

Optional units – group B

- 303 Supervise an office facility
- 304 Procure products and services
- 305 Manage and evaluate customer relations
- 306 Managing the payroll function
- 307 Completing year-end procedures

- 308 Monitor information systems
- 309 Plan and run projects
- 310 Research, analyse and report information
- 311 Plan, organise and support meetings
- 312 Make a presentation
- 313 Organise and coordinate events
- 314 Word processing software 3
- 315 Spreadsheet software 3
- 316 Website software 2
- 317 Artwork and imaging software 2
- 318 Design and produce documents
- 319 Plan and implement innovation and change
- 320 Develop productive working relationships with colleagues
- 321 Provide leadership for your team
- 323 Prepare text from shorthand
- 324 Prepare text from recorded audio instruction

Training Approach:

All training sessions will be participative and interactive.

Assessment Approach:

To successfully gain the NVQ Level 3 in Business Administration, delegates must successfully demonstrate competence in each of the modules and produce portfolio of evidence.

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