

NVQ Programme Outline:

Business & Administration Level 4

Course Title:	Business & Administration Level 4
Overview:	<p>This programme is aimed at people working as an office manager or head of administration across all occupations and sectors of employment.</p> <p>Their role will be a senior level with considerable responsibility for the management of systems and resources, working with an extensive degree of autonomy. They will be involved with development and monitoring facilities and resources to maintain an administrative service within the organisation.</p> <p>Optional units will be chosen to meet the individual learner's responsibilities.</p>
Course Content:	<p>Completion of 6 units in total, 2 mandatory units:</p> <ul style="list-style-type: none">• Carry out your responsibilities at work• Work within your business environment <p>Plus 4 units of your choice</p>
Methods Used:	<ul style="list-style-type: none">• Underpinning Knowledge Sessions• Observation• Reflective Accounts• Witness statements• Professional Discussion• Questioning• Work Products• Former qualifications will also be taken into account (APA/L)
Venue:	Learners Workplace
Course Duration:	Approximately 9-12 Months
Certificate:	Edexcel NVQ Business & Administration Level 4