

June 2014

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City & Guilds

501/0040/3 Level 2 NVQ Diploma in Business and Administration

OVERVIEW

- What does this qualification cover?

This qualification covers the essentials of business administration, allowing the learner to develop the skills and knowledge required in a business environment.

The following areas can be covered within this qualification:

- Work in a business environment
- Communicate in a business environment
- Manage own performance in a business environment
- Improve own performance in a business environment
- Work in a business environment
- Communicate in a business environment.

All learners will cover the mandatory core units and then a choice of optional units.

This is a Framework qualification.

Who could take this qualification?

There are options for those who are new to the job, as well as those with more experience. Level 2 will suit you if you are working in or want to work in a business support role and you're interested in learning how to carry out everyday administrative tasks.

This qualification is suitable for anyone from 16 years old or over.

WHAT COULD THIS QUALIFICATION LEAD TO?

This qualification could lead to jobs such as:

- Secretary
- Receptionist
- Administrator
- Personal assistant
- Office supervisor
- Team leader
- Manager.

The learner could progress onto other qualifications such as:

- Level 2 Diploma in Business Support (4475)
- Level 2 and 3 Medical Administration/Secretarial qualifications (4419)
- Level 2 and 3 Certificates in Principles of Business and Administration (4475)
- Level 2 and 3 Legal Secretaries qualifications (7465)
- Level 2 and 3 Business Skills qualifications (7537)
- Level 1-4 NVQs in Customer Service (4430)
- ITQ Award/Certificate/Diploma for IT Users (7574)
- Leadership and management qualifications from the ILM.

This qualification is supported by:

Flybe
Kings College NHS Trust
Northamptonshire NHA Trust
Thomas Cook
Allied Healthcare
Greenbank Services Ltd