

NVQ Business and Administration Level 1

The aim of this qualification is to contribute to the skills, knowledge and overall performance of Business and Administration. It provides insight into the principles and processes of Business and Administration and will aid career progression. This NVQ is designed for those people who: are involved in Business and Administration as their primary work activity, are seeking a career in Business and Administration and wish to take the first steps towards professional qualifications, wish to receive recognition for their Business and Administration experience.

Candidates completing this NVQ may wish to progress to further qualifications at level 2 or 3 in the same and related subject areas, including NVQ Business and Administration level 2.

To achieve the full certificate in Business and Administration you must complete 5 units including the 2 mandatory core units.

- UNIT 1 (Unit 101) Carry out your responsibilities at work
- UNIT 2 (Unit 102) Work within your business environment

Optional Units

- UNIT 3 (Unit 103) Welcome visitors
- UNIT 4 (Unit 104) Handle mail
- UNIT 5 (Unit 105) Store and retrieve information
- UNIT 6 (Unit 106) Use IT to exchange information
- UNIT 7 (Unit 107) Word processing software
- UNIT 8 (Unit 108) Make and receive telephone calls
- UNIT 9 (Unit 109) Use office equipment
- UNIT 10 (Unit 110) Ensure your own actions reduce risks to health and safety

Assessments will take place in the workplace and will include the following methods: Observation, professional discussion, questioning, and projects and assignments.