

WORK-BASED LEARNING NVQ BUSINESS & ADMINISTRATION

START DATE:	Termly: September, January and April	
COURSE FEES:		
Level 1	Full Course Fee	poa
Level 2	Full Course Fee	poa
Level 3	Full Course Fee	poa
All Levels	Means Tested Benefit	poa
	plus registration and certification	

HOW TO ENROL

Enrolment is easy at St. Vincent:

- by phone, with credit card.
- by post, with enrolment form.
- in person, at the Student Services Centre.
- if you are claiming a fee remission for unemployment or means tested benefit, please bring proof for our records.

If after two weeks you are unhappy with your course we will **transfer** you to another that is more suitable to your needs if available. A full refund will be given for all classes cancelled by the centre. For details of our Refund Policy, please telephone the number below or refer to our brochure.

Address
St Vincent Adult Education
Mill Lane
Gosport
Hants. PO12 4QA

Office hours
Monday-Friday
9.30am – 4.00pm
Mon/Wed/Thur
6.30pm-8.30pm

Phone number *or* **e-mail**
023 9258 3890 bdu@stvincent.ac.uk

Please note: All information is correct at the time of publication but may be subject to change.

If you would like further information and advice, please telephone 02392 583890 where a member of staff will be able to assist you.

LEVELS 1, 2 & 3:

It is expected you will complete the work required in one year.

National Vocational Qualifications show that individuals holding these certificates are competent within their occupational sector.

The Administration NVQ at Level 1 is for general office assistants, the Level 2 for administrators who take some responsibility in their own work and the Level 3 for those who take responsibility for work of others. Each NVQ will enable developing of knowledge and skills adapting to new situations and improving upon individual performance.

The individual benefits

- Provide you with an opportunity to gain a nationally recognised qualification at a time and place to suit individual needs.
- Build on strengths and focus on training and development.
- There are no examinations; you simply provide evidence to achieve the criteria.
- You receive a certificate recognising your competence in an administrative role.

THE STRUCTURE

Administration Level 1

Presented by two mandatory units and two optional units. In undertaking this NVQ you will need to be able to:

- Accept responsibility for own work and its delivery.
- Contribute to own learning and development.
- Identify and reduce the risks to health and safety in the workplace.
- Prepare, type and photocopy routine documents.

Cont'd



INVESTOR IN PEOPLE





Administration Level 2

Presented by two mandatory units and three optional units. In undertaking this NVQ you will need to be able to:

- Ensure your own actions reduce the risks to health and safety.
- Work effectively within the organisation, supporting its purpose and values.
- Plan and carry out work to meet requests and requirements.
- Improve own performance.
- Make and receive telephone calls.
- Send and receive e-mails.
- Create, prepare, edit, format and lay out documents using word processing software.

Administration Level 3

Presented by two mandatory units and four optional units. In undertaking this NVQ you will need to be able to:

- Provide accurate, clear and structured information to different audiences.
- Plan and carry out work with other people.
- Monitor and maintain health and safety, along with maintaining an effective working environment.
- Set high standards for your own work.
- Improve own performance and encourage effective working.
- Help to develop administrative services.
- Research, select, integrate, prepare and design documents.

ASSESSMENT

This is through your portfolio of evidence. Your tutor may assess you through methods such as observing you at work, asking questions, asking you to write about your job, discussing your work with you, or looking at documents used in your workplace. This portfolio will take time for you to assemble and is not included in the tuition hours when you are with your tutor. Your tutor will be in contact at least every four weeks to ensure you make satisfactory progress.

If you are taking your Level 2 or Level 3 and have no previous similar qualifications you may be eligible for reduced fees.