



## Course Description Sheets - Level 3

### ADMINISTRATION and OFFICE SKILLS Level 3

**Examination Board:** OCR

**Duration:** Normally, two years

**Minimum entry requirements:**

- Five GCSEs at grade A\*-C. These GCSEs must include English **OR** NVQ Administration Level 2
- Special consideration for adult applicants

**Location of course:**

- combines half the working week spent in College with the other half on work-placements in local businesses
- special arrangements can be made for adults already in employment

**Enrichment opportunities:** All students have access to our enrichment programme

**Guidance:** In common with all full-time students at St Vincent, students on this course have the support of a personal tutor and access to all other sources of advice and guidance provided by the College

**Likely next step opportunities:**

- an NVQ at this level is a very strong recommendation for applicants seeking administrative or senior secretarial posts and will increase promotional opportunities for those with experience in these fields

**Assessment summary:**

- continuous internal assessment
- workplace observation/assessment

#### Course outline:

Do you want to have a career as an Administration Officer/Personal Assistant or Senior Secretary? If so our Administration and Office Skills course will train you for work and give you the chance to obtain the experience that employers look for when recruiting staff.

#### We can offer you:

- full office and administration training including computing and advanced word processing skills.
- a choice of local work placements vetted to match your individual needs.
- the chance to gain nationally recognised qualifications in Administration, Word Processing and Document Presentation to enhance your CV.
- Medical Secretarial and Legal Secretarial word processing qualifications.
- help and guidance when applying for jobs.

This two-year course is suitable for both young people leaving school and mature adults 19+.

During your first year you will train in College for three days per week and spend two days per week working with a local employer, gaining experience and developing your office and administration skills. In the second year the workplace commitment is increased to three days per week and you may find yourself carrying out a wide range of administration tasks from creating advanced Power Point Presentations to running projects and organising events. Whatever you are required to do in the workplace you will always have plenty of support and guidance.

There is no exam for the Administration qualification. Instead you will be continuously assessed both at work and in College and build up a portfolio of evidence to prove your competence as an administrator. The units you complete will give you an **NVQ Level 3 in Business and Administration** - a nationally recognised qualification.

You will have the opportunity to sit examinations in OCR (RSA) Text Production and Word Processing up to Advanced level - leading to the new **OCR Level 3 Certificate/Diploma Text Processing (Business Professional) Award**.

**Our Administration course has a proven track record in preparing students for senior jobs in administration and students have had a high success rate in gaining employment.**