

## NVQ IN BUSINESS AND ADMINISTRATION

### Level 2

NVQs are an ideal qualification if you wish to follow a career in administration or office work. It is designed to equip you with the skills and competences required by employers today.

For this reason it is a mainly practical course, giving credit for what you can do as well as for what you know. You will learn through classroom activities, assignments and most important of all, real work experience. Six hours per week are spent in the Outreach Centre and six hours working in an office environment within a local company.

There is no examination for the NVQ qualification. Instead you will be assessed and credited with competence by producing a portfolio of evidence and via direct observation in the workplace. You will develop administration skills in word processing, using office equipment, business communication, reception work, dealing with customers and filing. You will need to work effectively within a business environment both on your own initiative and as part of a team.

To gain the full qualification you will work towards two mandatory units plus three optional units.

Good word processing skills are essential for the competent administrator and you will be expected to take OCR (RSA) examinations in word processing up to Level 2. This is a 17 week free course for those working towards NVQ in Business and Administration.

Students are also required to have a good level of literacy. If this is not the case, an assessment will be carried out before starting the course to see if further study is required.

#### Recommended Course Book

(To be purchased on commencement of the course)

Business and Administration NVQ Level 2 Price £18.99

Publisher: Heinemann

ISBN: 0435463330

<b>START DATE:</b>	Monday 14th, Wednesday 16th September 2009 Thursday 17th September 2009 Tuesday 20th April 2010
<b>DURATION:</b>	36 Weeks 6 hours in Outreach Centre, plus 6 hours in work placement
<b>CLASSES MEET:</b>	Monday and Wednesday 9.15am - 12.15pm Starting 14th September 2009
<b>VENUE:</b>	Royal Sailors' Rest, Grange Lane, Rowner, Gosport
<b>CLASSES MEET:</b>	Thursday 9.00am - 3.00pm Starting 17th September 2009
<b>VENUE:</b>	Nimrod Community Centre, Nimrod Drive, Rowner, Gosport
<b>COURSE CODE:</b>	D702
<b>CLASSES MEET:</b>	Tuesday 9.00am - 3.00pm Starting 20th April
<b>VENUE:</b>	Nimrod Community Centre, Nimrod Drive, Rowner, Gosport
<b>COURSE CODE:</b>	D703
	Indicate day/time choice on enrolment card
<b>COURSE FEES:</b>	FREE if in receipt of Means Tested Benefit or first Level 2 in Business and Administration Full payment £200

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## HOW TO ENROL

Enrolment is easy:

- in person at the St Vincent Outreach Office, Royal Sailors' Rest, Grange Lane, Rowner
- by post (no cash) to St Vincent Outreach Office, Royal Sailors' Rest Grange Lane, Rowner, Gosport PO13 9RX
- Payment by cash, credit/debit card or cheque (made payable to St Vincent College)
- if you are claiming a fee remission for unemployment or Means Tested Benefit, please bring/send 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 Outreach Office, Royal Sailors' Rest Grange Lane, Rowner, Gosport PO13 9RX

### Office hours

Monday - Thursday 9.15am - 2.45pm

### Phone number

023 9242 1024

*or*

### e-mail

[rst@stvincent.ac.uk](mailto:rst@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, advice and guidance on choosing your next step in work and learning, please telephone Claire Simpson on 023 9242 1024*

