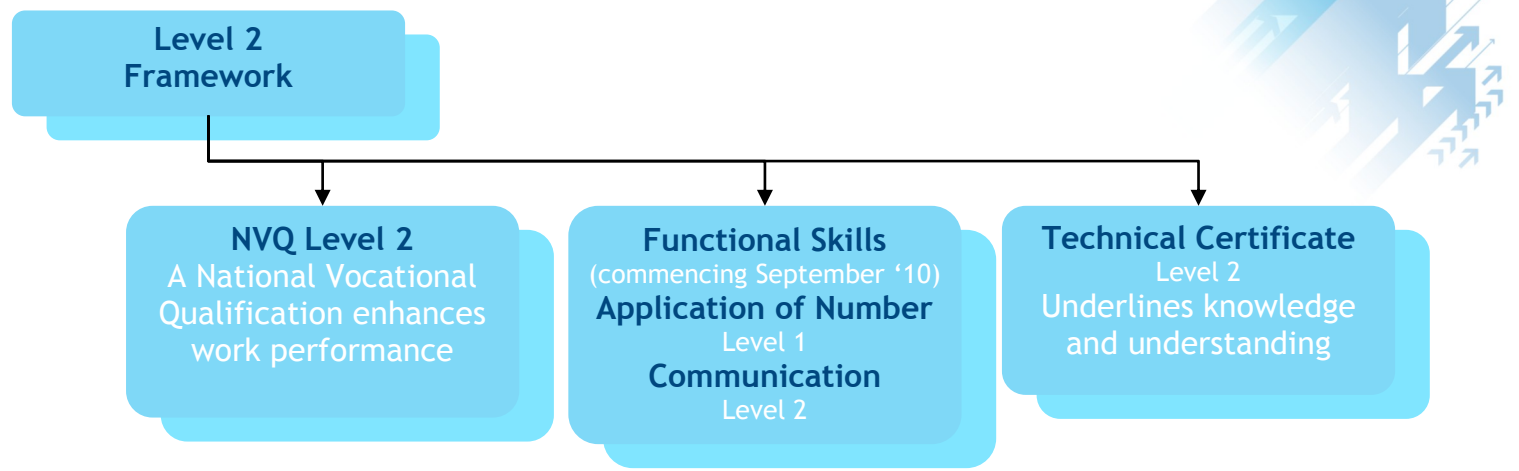


# Business Administration

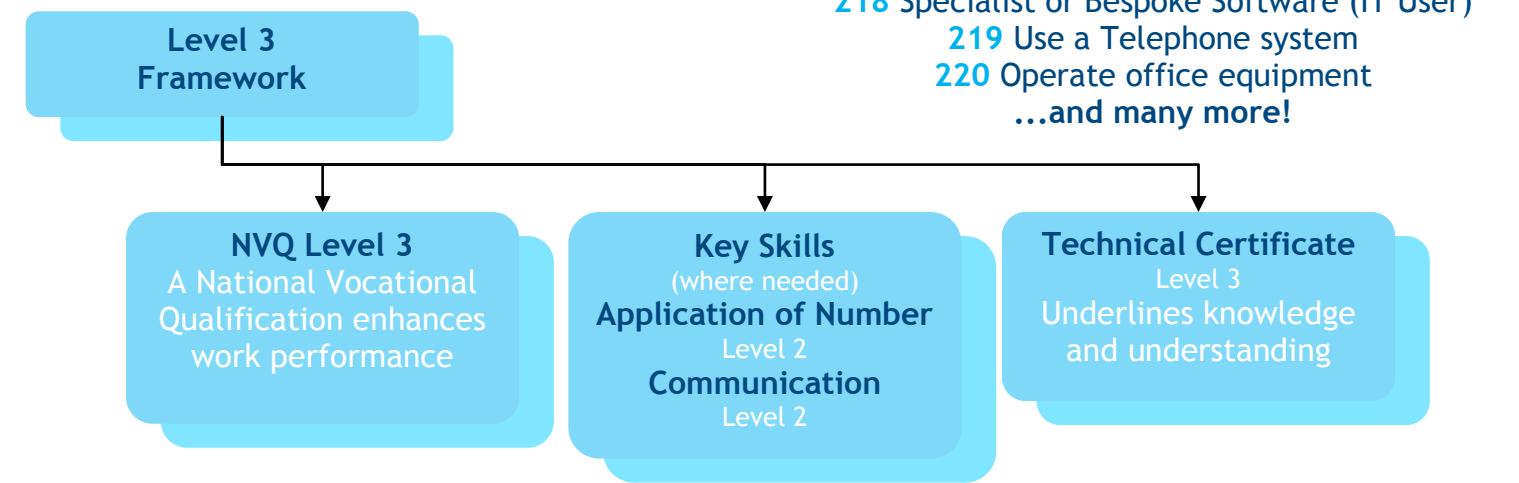


## Mandatory Units

## Optional Units

- 201 Carry out your responsibilities at work
- 202 Work within your business environment

- Plus three optional units from
- 203 Manage Customer Relations
  - 204 Manage Diary Systems
  - 206 Deal with visitors
  - 209 Store, retrieve & archive information
  - 218 Specialist or Bespoke Software (IT User)
  - 219 Use a Telephone system
  - 220 Operate office equipment
  - ...and many more!



## Mandatory Units

- 301 Carry out your responsibilities at work
- 302 Work within your business environment

## Optional Units

### Group A

- 110 Ensure your own actions reduce risks to health
- 204 Manage Diary Systems
- 205 Organise business travel and Accommodation
- 212 Use IT systems (IT User)
- 213 Use IT to exchange information
- 216 Database Software (IT User)
- 217 Presentation Software (IT User)
- 218 Specialist or Bespoke software (IT USER)

### Group B

- 303 Supervise an office Facility
- 306 Manage a Payroll function
- 309 Run Projects
- 312 Make a Presentation
- 313 Organise and co-ordinate events
- 314 Word Processing Software (IT USER)
- 318 Design and Produce Documents
- 322 Prepare text from Notes
- ...and many more!

# Business Administration

## What are NVQ's?

To study for a National Vocational Qualification is to learn relevant workplace skills. They range from basic work activities at level 1 to senior management at level 5. Most Apprentices work towards Level 2 or 3. NVQs meet standards set by national, employer-led organisations. As a Beneast Apprentice you typically spend one day a week in study, either in your place of work or at one of our training centres. The emphasis is on gaining practical skills and abilities.

## What are Key Skills?

Key Skills are the everyday abilities all employers need from their staff. Apprentices who need help with essentials like Literacy, Numeracy and ICT will be given specialist, one-to-one coaching by Beneast to help them gain these Key Skills. These developed skills are tested via an online test, undertaken at a Beneast Training Centre or in the workplace.

## What are Technical Certificates?

Technical Certificates are additional qualifications which match specific aspects of the job to boost an Apprentice's knowledge and understanding. These are nationally recognised qualifications linked to your industry needs.

## How is it Delivered?

The qualification is delivered both in the workplace and within our centres by a dedicated team of Trainer/Assessors. All training is flexible and tailored to suit the individuals needs and working environment with an Individual Training Plan agreed with both the learner and employer. All learners will receive guided one-to-one and group based training to obtain necessary underpinning knowledge to complete units of their qualification. Assessors will then visit the learners workplace and carry out observations to assess competency across optional units. Learners will gather work based evidence throughout their qualification where employers will mentor and support the learner in their working environment. All learners are given a secure password protected online portfolio that they are able to access at any time and complete work. Assessors are on hand to issue guidance and support throughout the learner journey both face to face and through the online portfolio system.

## Assessment

The NVQ is achieved by gathering a portfolio of evidence, using a variety of assessment methods.

