

smart people:
think minerva



Business and Administration – Level 3

To achieve a full award, candidates must complete **six units** in total from **two mandatory units** and **four optional units**. At least three optional units must be from Group B.

Mandatory Units

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

Optional Units Group A

- Ensure your own actions reduce risks to health and safety
- Manage diary systems
- Organise business travel and accommodation
- Use IT systems
- Use IT to exchange information
- Database software
- Presentation software

Optional Units Group B

- Supervise an office facility
- Procure products and services
- Manage and evaluate customer relations
- Manage the payroll function
- Complete year-end procedures
- Monitor information systems
- Run projects
- Research, analyse and report information
- Plan, organise and support meetings
- Make a presentation
- Organise and co-ordinate events
- Word processing software
- Spreadsheet software
- Website software
- Artwork and imaging software
- Design and produce documents
- Plan and implement innovation and change
- Develop productive working relationships with colleagues
- Provide leadership for your team
- Prepare text from notes
- Prepare text from shorthand
- Prepare text from recorded audio instruction.

NATIONAL VOCATIONAL QUALIFICATIONS

Who needs an NVQ?

Anyone in the workplace. NVQs are work based qualifications for anyone who undertakes a job role. They are open to anyone and there are no entry requirements necessary.

What is the purpose of an NVQ?

NVQs give recognition of the skills and competencies of anyone in the workplace. Different levels provide the individual with a learning opportunity to demonstrate their knowledge and skill whilst developing themselves on the career ladder. NVQ units encompass a wide range of related work topics.

What are the benefits of an NVQ?

An employee will benefit by

- Having more understanding of their responsibilities
- An opportunity to develop new skills
- Accreditation of current skills

An employer will benefit by

- More developed staff giving better performance
- More staff motivation
- Better service to clients