

Level 2 NVQ Certificate in Business & Administration

Information Sheet & Application Form

This qualification gives you credit for what you do at work. It will help you to gain recognition for the skills you have, and in some instances help you to improve your skills.

You must work in an administrative role in order to be able to achieve this qualification. This qualification is suitable for you if your responsibilities include:

- ✓ Storing and retrieving information
- ✓ Maintaining security and confidentiality
- ✓ Developing customer relationships
- ✓ Using a telephone system effectively

In order to successfully complete the Level 2 Certificate in Business & Administration you must complete 21 credits from the list. You must complete 4 mandatory units and attain at least 7 credits from Option group B and no more than 5 credits from Option group C.

You will be observed carrying out your normal duties by a friendly and helpful tutor. The tutor will be experienced in your field of work and will be able to give you tips and advice to improve your skills if you need to. They will help you to complete any written work and support you in achieving this qualification. Don't worry about your written skills - there are people to help you all the way. We can even help you to gain a qualification in literacy or numeracy if you wish.

Government funding may be available to pay for your training if you are eligible. Use the checklist to find out. If you tick any of the shaded boxes then you will not be eligible for Government Funding at this time.

Please speak to us to find out if there is any other help available to fund your training.

My age is	
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Please tick the relevant boxes		Y	N
	I have a permanent National Insurance Number		
I am:	employed and have a contract of employment or		
	a volunteer and receive no payment for the work or		
	self employed and registered with HM Revenue & Customs		
	I am normally and lawfully resident in the UK and have been for the last 3 years or fulfil the LSC's residency criteria		
	Are you currently on any other government funded training?		
	Do you have an NVQ Level 2 or more than 5 GCSEs already?		

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Tick the **Always** box if you carry out these duties regularly, **Sometimes** if you do them less than once a week, and **Never** if you don't carry them out at all. **Remember you need 21 credits to complete the qualification.**

Unit	Credit	Mandatory Unit Titles (you must complete all units)	Always ✓	Sometimes ✓	Never ✓
1	2	Manage Own Performance In A Business Environment			
2	2	Improve Own Performance In A Business Environment			
3	2	Work In A Business Environment			
4	3	Communicate In A Business Environment			
Unit	Credit	Option Group B Unit Titles (you must attain at least 7 credits)			
5	3	Make And Receive Telephone Calls (Level 1 unit)			
6	3	Handle Mail			
7	3	Meet And Welcome Visitors			
8	3	Store And Retrieve Information			
9	2	Archive Information			
10	4	Use Office Equipment			
Unit	Credit	Option Group C Unit Titles (No more than 5 credits from this section)			
11	2	Use Occupational Health And Safety Guidelines When Using Keyboards (Level 1 unit)			
12	4	Presentation Software			
13	4	Spreadsheet Software			
14	4	Word Processing Software			
15	2	IT Security For Users			

Please list below all of the qualifications you have already achieved.

Subject	Qualification	Level

First Name		Surname		Date of Birth	
Address				Post Code	
Telephone		National Insurance Number			
Employer Name		Employer Address			
Employer Number		No. of hours worked per week			
Signature				Date	