



INTERMEDIATE / ADVANCED

Apprenticeship in Business Admin



**“ Delivering Expert Learning
Programmes for over 20 years ”**

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Who is it for?

This Course is for those who want to work or are already employed in an administrative role and wish to extend their knowledge and skills to communicate and work in a business environment. Level 2 focuses on a wide range of everyday administrative tasks and Level 3 in a senior or management role develops effective systems and procedures to support the business.

Course Overview

- NVQ Certificate in Business Administration Level 2 / 3 Diploma
- Information Advice & Guidance (IAG)
- Functional Skills in English & Maths
- Knowledge Based Technical Certificate
- Employee Rights & Responsibilities
- Personal Learning and Thinking Skills

Course Description

The certificate in Business & Administration aims to prepare participants with the knowledge, understanding and practical skills required for working in an administrative role (inc. software) within a wide range of organisations and industries. Level 3 supports the business environment through understanding areas such as customer service, risk and security, health and safety legislation and employment legislation.

How will it be delivered?

You will be assigned a dedicated assessor from our team of industry specialists who will visit you at work every 4-6 weeks at a time to suit you and your employer. They will become your support and guidance throughout your course. Your NVQ will include various voice recorded assessments such as observations and guided discussions. This qualification takes a minimum of 12 months to achieve.

Got any Questions?

Call us to find out more: **01902 366278** or email **info@novatraining.co.uk**