

Session 2009/2010

National Vocational Qualifications

Business and Administration levels 1, 2, 3 and 4

NVQ's have flexible structures, which allow candidates to gain recognition for the skills required in their job role.

They are based on national occupational standards, which describe what is required of the candidates in very precise detail.

There are a broad range of optional units within the administration NVQ structure to provide flexibility to meet the requirements of anyone working in an administrative function at each level

The NVQ's are unit based with planning, review and assessment being carried out in the workplace.

The awarding body is OCR.

Benefits

- A clear understanding of responsibilities.
- The development of new skills
- The recognition of existing skills
- Improvement to working practices
- Qualification Structure

STRUCTURE OF NVQ'S

Mandatory Units at all levels

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

Each level of NVQ then has optional units to be agreed individually with learners

Duration of Course

12 months

Delivery

- Flexible start dates – any Monday throughout the year
- Induction - at the Technology Department Stafford College, or in the workplace.
Visits by named assessor to the workplace for planning, review and assessment
- Access to knowledge tutorials either at College or in the workplace

Entry requirements and costs

- Any age group
- A work placement
- Funding may be available – costs differ according to circumstances

What to do next?

Contact

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