



Key features of the Edexcel Level 2 NVQ Award/Certificate/Diploma in Business and Administration (QCF)

These qualifications:

~ are nationally recognised

~ are based on the Business and Administration National Occupational Standards (NOS).

The NOS, assessment strategy and qualification structure(s) are owned by The Council for Administration

The Edexcel Level 2 NVQ Certificate in Business and Administration has been approved as a component required for the Level 2 Business and Administration Apprenticeship framework.

The Edexcel Level 2 NVQ Diploma in Business and Administration will be accepted as a proxy qualification on the Level 2 Business and Administration Apprenticeship framework, and apprenticeships including this qualification will be certificated.

What is the purpose of these qualifications?

These qualifications are designed for learners employed in administrative roles such as administrative assistants or team administrators, who need to develop or consolidate their skills. Learners are required to take mandatory units which cover aspects of working and communicating in a business environment. Learners then have a choice of option units covering different functional areas such as work responsibilities, document production, events and meetings, communications or customer service. There is a wide range of option units allowing learners to choose units to meet the needs of their own work role.

Who are these qualifications for?

The Edexcel Level 2 NVQ Award/Certificate in Business and Administration (QCF) are for all learners aged 14 and above who are capable of reaching the required standards.

The Edexcel Level 2 NVQ Diploma in Business and Administration (QCF) is for all learners aged 16 and above who are capable of reaching the required standards.

Edexcel's policy is that the qualifications should:

~ be free from any barriers that restrict access and progression

~ ensure equality of opportunity for all wishing to access the qualifications.

What are the benefits of these qualifications to the learner and employer?

These qualifications are work-based qualifications, which will allow learners to develop knowledge, understanding and skills essential for working in a business and administration environment, such as communication skills, working with others and managing and improving own performance.



What are the potential job roles for those working towards these qualifications?

- ~ Administrative Assistant/Administrator
- ~ Civil Service Administrative Assistant/Officer
- ~ Payroll Clerk/Supervisor/Manager
- ~ School Administrative Assistant
- ~ Secretary.

What progression opportunities are available to learners who achieve these qualifications?

These qualifications will allow learners to progress within their own employment to administrative positions such as team administrators, and roles in specific areas such as arranging meetings and customer service.

Learners may progress to other Level 2 qualifications such as the Edexcel BTEC Level 2 Certificate in Principles of Business and Administration, or the Edexcel BTEC Level 2 Certificate/Extended Certificate/Diploma in Business.

Learners can also progress to a Level 2 Apprenticeship in Business and Administration.

Learners may also progress to Level 3 qualifications such as the Edexcel Level 3 NVQ Certificate or Diploma in Business and Administration, the Edexcel BTEC Level 3 Certificate in Principles of Business and Administration or to the Edexcel BTEC Level 3 Subsidiary Diploma/Diploma/Extended Diploma in Business. Learners can also progress to the Level 3 Apprenticeship in Business and Administration.