



## **Key features of the Edexcel Level 3 NVQ Certificate/Diploma in Business and Administration**

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 (CfA).

**The Edexcel Level 3 NVQ Diploma in Business and Administration has been approved as components required for the Level 3 Business and Administration Apprenticeship framework.**

### **What is the purpose of these qualifications?**

These qualifications are designed for learners working in administrative roles such as team administrators, departmental administrators or personal assistants. They may have some responsibility for supervising staff and administrative functions such as setting up and monitoring administrative systems, delivering customer service, or running projects. These are work based qualifications which will help learners to develop their work skills and allow them to progress in their employment. Learners will be required to take mandatory units on managing their own performance and working in a business environment. They will then be able to choose from a range of option units covering different administrative areas such as document production, arranging events and meetings or customer service, or in specialised areas such as human resources, parking, education and legal administration. Learners may specialise in one area or choose options from different areas. Learners will be able to take some units at level 2 if they need to develop skills in a particular area. They will also be able to take some units at Level 4 in areas such as managing budgets, planning change or leadership and management, which may encourage them to progress in their employment.

### **Who are these qualifications for?**

These qualifications are 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?**

This qualification will allow learners to develop employability skills which are essential for working in a Business and Administration environment such as communication skills, working with others and managing and prioritising own work. There is a wide range of optional units covering different administrative areas such as producing documents, managing information, or arranging meetings or events. There are also several optional units in specialist areas such as parking administration and legal administration which allows learners to choose options according to their own work role.



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

- ~ Administrative Assistant/Administrator
- ~ Civil Service Administrative Assistant/Officer
- ~ Court Administrative Officer
- ~ Farm Secretary
- ~ Legal Secretary
- Local Government Committee Administrator
- ~ School Administrative Assistant
- ~ Secretary
- ~ Supervisor/Team Leader

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

Learners will be able to progress within their employment to senior administrative, team leading or management roles, or to roles in specialised areas such as customer service, human resources or legal administration.

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

This qualification forms part of the Level 3 Apprenticeship in Business and Administration, together with the Edexcel BTEC Level 3 Certificate in Principles of Business and Administration and Functional Skills.

Learners may also progress to the Edexcel Level 4 NVQ Certificate/Diploma in Business and Administration and to higher-level qualifications in team leading and management.