East Surrey College
Employer Services

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Principal & Chief Executive
Jayne Dickinson

Business

Course Name - Level 3 NVQ Diploma in Business & Administration
Course Code - BBMP2319XA

Duration, day and time of the course:
This qualification is delivered by your assessor on a 1:1 basis in your work place. Meetings take place every 3-4 weeks and learners are required to complete work in between meetings. The course takes approximately 9-12 months to complete.

Entry requirements:
Candidates must be working in a realistic business environment

What qualifications will I get?
Level 3 NVQ Diploma in Business & Administration

Course description:
The Level 3 NVQ Diploma in Business & Administration is aimed at candidates who already have office-based skills and are possibly preparing for a line management role. Learners can choose from a range of optional units which demonstrate their ability to negotiate, supervise, manage and contribute to the running of an office**.** The qualification will provide learners with transferrable business skills and certain units can be used towards other qualifications. The small sized units allow for flexible delivery and the qualification can be based on the candidates performance at work, or through simulation.

Units/topics covered:
The course is made up of the following mandatory units:

- Managing your own performance in a business environment
- Improving your own performance in a business environment
- Working in a business environment
- Communicating in a business environment

A selection of optional units must also be completed. These include the following; solving business problems; analysing report data; ordering products and services; monitoring customer service problems; bespoke software and developing working relationships.

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Type of assessment:
This qualification is competence based and is linked to the candidate's ability to perform a range of tasks connected with their work. Candidates plan a programme of development and assessment with their assessor and compile a portfolio of evidence to prove that they are competent and knowledgeable in their work role.

Where can it lead?
Accreditation towards further Business qualifications and improved skills and knowledge which could lead to promotion. Learners can also progress onto a Level 4 qualification.

Course fee:
Cost on application

What to do next:
For advice & guidance or to arrange an interview please call Employer Services: 01737 788316

Disclaimer:
Every effort has been made to ensure that the details contained in this leaflet are up-to-date and accurate at the time of printing. However, the College reserves the right to alter or cancel courses, their content, entry requirements, fees or other details should circumstances dictate.

Should you require this leaflet in a different format please contact Client Services on 01737 788444.

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