

Business Administration Level 3

AIM

This NVQ is for those working in office environments in the role of an administrator, co-ordinator, team leader, supervisor or office manager. It helps to understand the importance of organisations policies to administration.

It aims to train and assess staff to understand what business administration is and what it means within their particular workplace.

Units to be completed:

Mandatory

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

Optional units – Group A

- Ensure your own actions reduce risks to health and safety
- Manage diary systems
- Organise business travel and accommodation
- Use IT Systems
- Use IT to exchange information
- Database software
- Presentation software
- Specialist or bespoke software
- Prepare text from notes
- Make administrative arrangements for the appearance of individuals at court
- Contribute to maintaining security and protecting individuals' rights in the custodial environment

Optional units – Group B

- Supervise an office facility
- Procure products and services
- Manage and evaluate customer relations
- Manage the payroll function
- Complete year-end procedures
- Monitor information systems
- Plan and run projects
- Research analyse and report information
- Plan, organise and support meetings
- Make a presentation
- Organise and coordinate events
- Word processing software
- Spreadsheet software
- Website software
- Artwork and imaging software
- Design and produce documents
- Plan and implement innovation and change
- Develop productive working relationships with colleagues
- Provide leadership for your team
- Prepare text from shorthand
- Prepare text from recorded audio instructions
- Calculate and verify critical dates for sentences
- Verify the release process
- Maintain agricultural and horticultural records and prepare claims for subsidies
- Administer legal files
- Administer representations
- Administer the appeals process
- Administer case files
- Administer appeals
- Investigate cases
- Provide administrative support in schools

Entry Requirements

There are no formal educational requirements for the Business Administration level 3 but all staff undertaking the qualification should have the opportunity and experience of working in an administration environment. A Level 2 qualification within the area or similar is advisable.