



NVQ Administration – Level 2

Who is it for?

This qualification is designed for people working, or considering working, in administrative and/or secretarial roles in any business context. This could be in industry, banking, education, the law or local government.

Accreditation

The course is accredited by City & Guilds

Course Content

The course contains five units, two mandatory and three optional units:

Mandatory

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

Optional

Three additional units are to be chosen from a wide range of options.

Progression Opportunities

On completion of this programme learners can progress on to NVQ in Administration Level 3