

Business & Administration

Accredited through Edexcel

If you've got formal business training and qualifications, you're an asset to any modern business. An NVQ in Business and Administration is your chance to learn new skills and gain valuable qualifications at the same time. With it situated at the heart of every organisation, business & administration has no limitations.

Roles in business and administration are no longer static and low level – they include a wide range of opportunities from junior secretary to managing director.

The NVQ in Business and Administration is a nationally-recognised programme, designed by employers to meet the needs of today's businesses. You can tailor-make your own NVQ, allowing you to focus on and develop the Business and Administration skills that you use most often.

The table below outlines the NVQ's available and describes the typical job roles and duties attached to each.

NVQ Level	Typical Job Roles	Duties Include
Level 1	Office Junior	Welcoming visitors, handling mail and making telephone calls, as well as the use of information, office equipment and IT.
Level 2	Administrator or Clerical Assistant	Managing customer relations, diary systems, arranging travel and accommodation, researching and storing information, use of different software and preparation of documents.
Level 3	Secretary, Personal Assistant or Office Administrator	Supervising, organizing, monitoring and analyzing
Level 4	Company Secretary or Head of Administration	Junior management skills such as managing projects and chairing meetings.

Contact Us:

If you would like more information about Rhino Training's range of qualifications then please telephone 0845 456 6705, email: enquiries@hellorhino.com or visit our website www.rhinotrain.com