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TELFORD COLLEGE of Arts and Technology

BUSINESS & ADMINISTRATION NVQ – Level 4

WHO ARE THESE NVQs FOR?

Business and Administration NVQs are aimed at staff working in administration across all occupations and sectors of employment.

The level 4 qualification is intended for individuals who are working at a senior level with considerable responsibility for the management of systems and resources, working with an extensive degree of autonomy. The individual's role will involve developing and monitoring facilities and resources to maintain an administrative service within the organisation. Their duties will include: managing an office facility, managing contracts, negotiating and agreeing budgets, monitoring and reviewing the implementation of corporate objectives, strategies and policies, informing and facilitating corporate decision making, creating and managing information systems, chairing meetings. To achieve the full award, candidates must complete six units, including two mandatory units and four optional units.

This qualification is very flexible in its structure enabling the organisation and individual to choose the optional units which best suit their work situation and job role.

WHAT IS THE STRUCTURE OF THE NVQs?

To achieve a full **Level 4 NVQ in Administration**, the candidate must complete six units in total. These are drawn from two mandatory units, and four optional units. At least 3 optional units must be from Group B.

Mandatory Units

- 401 **Carry out your responsibilities at work**
- 402 **Work within your business environment**

Optional Units

Optional Units - Group A

- 305 Manage and evaluate customer relations
- 310 Research, analyse and report information

Optional Units – Group B

- 403 Manage an office facility
- 404 Manage contracts
- 405 Negotiate and agree budgets
- 406 Monitor and review the implementation of corporate objectives, strategies and policies
- 407 Inform and facilitate corporate decision-making
- 408 Evaluate internal and external factors and promote partnership working
- 409 Manage risk
- 410 Create and manage information systems
- 411 Manage projects
- 412 Chair meetings
- 413 Promote innovation and change
- 414 Develop productive working relationships with colleagues and stakeholders
- 415 Allocate and monitor the progress and quality of work in your area of responsibility
- 416 Recruit, select and keep colleagues
- 417 Provide learning opportunities for colleagues
- 418 Provide leadership in your area of responsibility

Telford College is committed to a policy of promoting equality of opportunity and access through its services. There are specific policies on disability, race and gender as well as the Colleges – Equality and Diversity Policy – please contact Student Services for copies on 01952 642237 or visit our website at www.tcat.ac.uk

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