

NVQ Diploma in Business Administration

The Edexcel Level 4 NVQ Diploma in Business Administration is for management-level personnel in a business administration or office environment. It is based on recognised occupational standards and is jointly certificated by Best Practice and Pearson – the leading Awarding Organisation for vocational qualifications.

- Course duration: 9 – 12 months
- Assessed through observation, written answers and workplace evidence
- Supported by e.learning and optional in-company workshops

Learners must achieve a total of 57 credits: 18 credits from Group A mandatory units and at least 39 credits from optional units. At least 26 credits from Group B and no more than 13 credits from Group C. At least 30 credits from Level 4 units.

Credit values are shown below in brackets.

Level 4

Mandatory units – Group A	Level
■ Communicate in a business environment (4)	3
■ Resolve administrative problems (6)	4
■ Manage the work of an administrative function (5)	4
■ Manage personal and professional development (3)	3
Optional units – Group B	Level
■ Contribute to the design and development of an information system (5)	4
■ Manage information systems (6)	4
■ Support environmental sustainability in a business environment (4)	4
■ Provide specifications for contracts (4)	4
■ Manage events (6)	4
■ Contribute to the improvement of business performance (6)	3
■ Negotiate in a business environment (4)	3
■ Develop a presentation (3)	3
■ Deliver a presentation (3)	3
■ Create bespoke business documents (4)	3
■ Monitor information systems (8)	3
■ Manage an office facility (4)	3
■ Analyse and present business data (6)	3
Optional units – Group C	Level
■ Develop and maintain professional networks (3)	4
■ Develop and implement an operational plan (5)	4
■ Encourage learning and development (3)	4
■ Manage a budget (4)	4
■ Manage a project (7)	4
■ Recruitment, selection and induction practice (6)	4

Highlights

- 60 – 90 minutes per week study & preparation time
- Assessed in the workplace by experienced assessors