

# ADMINISTRATION

A 9 to 12 month programme, which includes an assessment of on-the-job training in order to identify any additional training needs.

### WHO THE QUALIFICATION IS FOR?

This qualification would be appropriate to anyone aged 19+ with an interest in office work and administration and is seeking, or already has employment with a local employer.

### ENTRY REQUIREMENTS

Ideally applicants should have A – D grades in Maths and English although these grades are not essential.

### EMPLOYMENT

You should already be employed in a suitable admin role such as a Junior Secretary, Administration Assistant or Clerical Assistant, or another role which includes some administration responsibility. At Level 2 you will be carrying out a range of routine tasks with some autonomy but usually under supervision.

### ASSESSMENT

The NVQ will be assessed through a combination of observation of your performance; evidence collected in the workplace and knowledge questions.

### PROGRESSION

Candidate's who complete this qualification can progress onto an Advanced Apprenticeship in Business Administration at Level 3.

### FUNDING

Funding may be available depending on eligibility and the candidate's previous qualifications.

### HOW DO I APPLY?

If you are interested then contact our Recruitment Officer, Louise Benson at RWP who will discuss the programme with you and answer any questions you may have. Alternatively, you can visit our web site [www.rwp.co.uk](http://www.rwp.co.uk) for more information or to register on-line.

### PROGRAMME CONTENT

NVQ 2 in Administration
<p><b>Mandatory Units</b></p> <ul style="list-style-type: none"> <li>• Carry out your responsibilities at work</li> <li>• Work within your business environment</li> </ul> <p><b>Plus, three optional units from</b></p> <ul style="list-style-type: none"> <li>• Deal with visitors</li> <li>• Use Spreadsheet software</li> <li>• Use a telephone system</li> <li>• Manage customer relations</li> <li>• Organise and support meetings</li> <li>• Operate office equipment</li> <li>• Research and report information</li> </ul> <p><i>plus many more to chose from</i></p>



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