

ADMINISTRATION

A 24 to 26 month programme, which includes six, ½ day workshops in our training centre which will run alongside the training which will be provided on-the-job by your employer.

WHO THE QUALIFICATION IS FOR?

This qualification would be appropriate to anyone aged 19+ currently working within admin services.

ENTRY REQUIREMENTS

Applicants should already be working in an office environment and have developed a complex range of skills, which enables them to carry out skilled or supervisory work. Acceptance onto the programme will be subject to successfully completing an initial assessment.

EMPLOYMENT

Candidates should already be employed in a role where you are undertaking a wide range of complex tasks in a variety of work contexts. You will have a high degree of autonomy and responsibility and may provide some supervisory support. Your job title could be; Administration Officer, Administration Team Leader, Executive Officer, Office supervisor, Personal Assistant or Secretary.

ASSESSMENT

This will be through a combination of observation of performance and evidence collected in the workplace. There will be examinations to take in administration.

PROGRESSION

Candidates who complete this qualification can progress onto an NVQ Level 4 in Administration or a Foundation Degree in Business.

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 for more information or to register on-line.

PROGRAMME CONTENT

NVQ 3 in Administration
<p>Mandatory Units:</p> <ul style="list-style-type: none"> • Carry out your responsibilities at work • Work within your business environment <p>Plus four optional units from</p> <ul style="list-style-type: none"> • Supervise an office facility • Manage and evaluate customer relations • Plan, organise and support meetings • Develop productive working relationships with colleagues • Research, prepare and present information for a variety of sources • Contribute to the selection of personnel for activities <p><i>Plus many more to chose from</i></p>



RWP TRAINING LIMITED