



Business Administration

with NSPP Vocational Training



More skills *create opportunities*



www.nspp.co.uk

Business Administration

NSPP offers a range of business administration qualifications to help those working in an office environment achieve their career aspirations.



Courses:

➤ NVQ Level 2 in Business Administration

Aimed at office workers in administrative functions, this qualification will improve your knowledge and career prospects. You will produce an NVQ portfolio based on the work you complete whilst in employment.

Some of the units you will complete are:

- Understanding employer organisations
- Principles of providing administrative services
- Principles of business document production and information management
- Developing working relationships with colleagues

➤ NVQ Level 3 in Business Administration

A Level 3 qualification involves complex skills and can be used as a pathway to assessing, supervisory and management positions.

Some of the units that you will complete are:

- Managing personal and professional development
- Principles of business communication and information
- Principles of administration
- Principles of business



To find out more call **01457 238014** or visit **www.nspp.co.uk/businessadministration**