

EDI Level 3 NVQ in Business and Administration

Qualification Title	EDI Level 3 NVQ in Business and Administration						
Qualification Type	NVQ						
Level	3						
Qualification Overview	<p>The aim of this qualification is to contribute to the skills, knowledge and overall performance of Business and Administration. It provides insight into the principles and processes of Business and Administration and will aid career progression. This NVQ is designed for those people who:</p> <ul style="list-style-type: none"> ▪ are involved in Business and Administration as their primary work activity ▪ are seeking a career in Business and Administration and wish to take the first steps towards professional qualifications ▪ wish to receive recognition for their Business and Administration experience 						
Qualification Structure	<p>To achieve the full certificate in Business and Administration you must complete 6 units including the 2 mandatory core units. For the full list of unit titles, please download the qualification structure from the EDI website or contact the enquiries team on enquiries@ediplc.com.</p> <p>Mandatory Core (2 Units)</p> <table border="1"> <tr> <td>UNIT 1</td> <td>(Unit 301)</td> <td>Carry out your responsibilities at work</td> </tr> <tr> <td>UNIT 2</td> <td>(Unit 302)</td> <td>Work within your business environment</td> </tr> </table>	UNIT 1	(Unit 301)	Carry out your responsibilities at work	UNIT 2	(Unit 302)	Work within your business environment
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UNIT 2	(Unit 302)	Work within your business environment					
Assessment Method	Portfolio of evidence						
Additional Information							
EDI Qualification Number	N2049						
QCA Accreditation Number/LAD Reference	100/5311/6						
Guided Learning Hours	Not Applicable						

Accreditation Start Date	1 August 2005
Accreditation End Date	31 July 2010
Certification End Date	31 July 2013
Age Ranges	16-18, 18+, 19+
Is this qualification eligible for LSC funding?	This qualification is listed on the Learning Aims Database
Available Online	Not Applicable
Multiple Choice	Not Applicable
Technical Certificate	Not Applicable
Support Materials Available	<ul style="list-style-type: none"> ▪ A Support Pack is available to centres approved to deliver this qualification ▪ A Candidate Pack is available to centres upon registration of candidates
Information Sheet Issue Date	28 January 2009



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