

EDI Level 4 NVQ in Business and Administration

Qualification Title	EDI Level 4 NVQ in Business and Administration
Qualification Type	NVQ
Level	4
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. At least 3 units must be chosen from Group B.</p> <p>Mandatory Core (2 Units)</p> <p>UNIT 1 (Unit 401) Carry out your responsibilities at work UNIT 2 (Unit 402) Work within your business environment</p> <p>Optional Units – Group A</p> <p>UNIT 3 (Unit 305) Manage and evaluate customer relations UNIT 4 (Unit 310) Research, analyse and report information</p> <p>Optional Units – Group B</p> <p>UNIT 5 (Unit 403) Manage an office facility UNIT 6 (Unit 404) Manage contracts UNIT 7 (Unit 405) Negotiate and agree budgets UNIT 8 (Unit 406) Monitor and review the implementation of corporate objectives, strategies and policies UNIT 9 (Unit 407) Inform and facilitate corporate decision making UNIT 10 (Unit 408) Evaluate internal and external factors and promote partnership Working UNIT 11 (Unit 409) Manage risk UNIT 12 (Unit 410) Create and manage information systems UNIT 13 (Unit 411) Manage projects UNIT 14 (Unit 412) Chair meetings UNIT 15 (Unit 413) Promote innovation and change UNIT 16 (Unit 414) Develop productive working relationships with colleagues and stakeholders UNIT 17 (Unit 415) Allocate and monitor the progress and quality of work in your area of responsibility UNIT 18 (Unit 416) Recruit, select and keep colleagues UNIT 19 (Unit 417) Provide learning opportunities for colleagues UNIT 20 (Unit 418) Provide leadership in your area of responsibility</p>

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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