

Level 4 NVQ Certificate in Business and Administration

Who is this course for?

This qualification is a competence based qualification aimed at people who already have experience of office-based skills; ideally in a supervisory role.

What we will cover

- Mandatory and optional units such as:
- Manage own performance in a business environment
- Support the purpose and values of an organisation
- Support sustainability in a business environment

Assessments

You will be assessed through a variety of methods which best demonstrate your skills. For example completing a portfolio, having a discussion, observation or questioning.

How will Femaura teach the course and am I required to complete homework?

Femaura will use a variety of activities to deliver the course such as discussions, Q&A's and case studies. There will be set homework and feedback given by Femaura.

What will I achieve by the end of the course?

Learners will have the ability to manage projects, problem-solve, negotiate, recruit and supervise, manage and run an office.

Can I enrol straight away?

You will be required to book an interview with Femaura so we can ensure you're currently undertaking have volunteer or paid employment and whether this meets the criteria for the units.

Can I get extra support during the course?

Femaura will provide information and signpost you to other services including further opportunities for education and work, book and video references, deaf and disability support, dyslexia support, counseling, or any support you require during the course. We deliver English and Math's OCR qualifications if you would like to improve your skills in literacy and numeracy.

Can I do other Femaura courses alongside this course?

We recommend our Deaf Way Level 1 and 2 course and British Sign Language Level 1 and 2 courses to enable you to communicate with Deaf people at both beginners and intermediate level.

What next?

At the end of the course you will have the opportunity to discuss the next steps available to you with your tutor and complete an evaluation form.

Further progression

We recommend you progress onto our Level 4 Diploma.