

## **Level 2 NVQ Certificate in Business and Administration**

### **Who is this course for?**

This qualification provides evidence of competence of being in a supporting role in an office environment. Optional units provide opportunity to show understanding and skills in a variety of areas, including basic finance, IT and contributing to events.

### **What we will cover**

- Three mandatory units and a minimum of two optional unit such as:
- Manage own performance in a business environment
- Prepare text from notes
- Communicate in a business environment
- Use diary systems

### **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?**

You will have developed skills and knowledge of working in a business environment. Candidates are able to choose from a variety of optional units which best suit the skills they require in their workplace.

### **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 2 Diploma, or to a Level 3 qualification in Business Administration.