



Business Administration



Qualification

Business Administration Apprenticeships

The Education Development International (EDI) and Council for Administration (CfA) awards this qualification. It is for members of staff working in an administrative position within their organisation. The Apprenticeship aims to certify competence in practical skills. The Apprenticeship incorporates a National Vocational Qualification in Business Administration at Levels 2 & 3, Technical Certificates and a Key Skills package.

Candidate Suitability

This qualification is designed for those people whom:

- Are involved in administration
- Wish to certify competence in secretarial and administrative skills.
- The scope of the individual's job role will determine the actual level of qualification

Course Materials & Equipment

A certain amount of the Apprenticeship/NVQ is based on Word Processing and other computer work. The candidate should therefore have access to a PC with a suitable word processing package and spreadsheet facility

Evidence Requirements

In order to comply with the requirements of this qualification, the candidate will need to demonstrate their ability to meet the requirements of each particular section of your Apprenticeship/NVQ. Each statement or report has to be supported by documentation or other evidence. Examples of the types of evidence with which they will build their portfolio include:

Evidence of competence, such as:

- Description of their workload, responsibilities and identification of development needs.
- How to assess the needs of others and deliver training.
- Design and evaluation of work assignments.
- Knowledge of legal regulatory requirements (Health and Safety) and office ergonomics.
- Time management (including appointment setting).
- Working with internal and external customers.
- Research, planning and organising, setting targets, using software applications and supplying information to produce their work