

Qualification title:	OCR Level 2 NVQ Certificate in Business and Administration		
Qualification number:	500/9645/X	Credit value:	21
An overview of this qualification	<ul style="list-style-type: none"> • The OCR Level 2 NVQ Certificate in Business and Administration allows you to evidence the key skills, knowledge and competence that employers would expect of someone operating in a business administrative role with a degree of autonomy and responsibility. • It is a competence qualification that supports you in confirming that you are competent in a specific business administration job role. You will develop a portfolio of evidence that meets the assessment criteria in your chosen units. The units encompass a broad range of competencies from the business administration sector allowing you to contextualise the qualification to your occupational field. • You will complete: <ul style="list-style-type: none"> ○ four mandatory units covering: managing own performance in a business environment, improving own performance in a business environment, working in a business environment and communicating in a business environment. ○ optional units that allow for contextualisation to the requirements of your individual job role. These include: solving business problems, contributing to running a project, designing and producing documents in a business environment, planning and organising events, providing reception services and administering human resources records. • Each unit within the qualification has a credit size allocated. You must achieve 21 credits in total consisting of 9 credits from the mandatory units and 12 from the optional units. • Minimum amount of vocational learning = 21 credits • Maximum amount of vocational learning = 21 credits 		
Entry requirements	There are no formal entry requirements for the qualification and there is no need for you to have completed any lower level qualifications beforehand. However, it is anticipated that you will already have experience of office-based skills and functions.		
Age restrictions	This qualification is for learners aged 14 years and over.		
Is this qualification right for me?	<p>This Level 2 certificate size qualification recognises the skills, knowledge and competence needed if you work in a business administration role with some level of autonomy and responsibility and involving a variety of functions, tasks and activities.</p> <p>The primary purpose of this qualification is to confirm that you are</p>		

	<p>competent in a specific job role. This qualification will enable you to undertake a learning programme to confirm that you are competent in a specific business administration role. It targets the key skills, knowledge and competence that employers would expect of someone operating in a role with business administration as a key focus.</p> <p>This qualification sits within a suite of Business Administration NVQ qualifications that allow for natural progression from Level 1 to Level 4. The qualifications also come in different sizes:</p> <ul style="list-style-type: none"> • Awards offer a bite size introduction to the skills, knowledge and competence relevant to your role • Certificates allow you to evidence a range of skills, knowledge and competence relevant to your role • Diplomas allow you to evidence a breadth of skills, knowledge and competence relevant to your role <p>This specific size, type and level of qualification might be right for you if you:</p> <ul style="list-style-type: none"> • would like a shorter course of 93 guided learning hours (GLH) • have previously studied qualifications at Level 1 • are unable to study for a larger qualification such as a Diploma • would like a course that can be tailored to your specific requirements • would like to confirm that you are competent in a specific Business Administration role • are studying for career development and are already in employment • wish to gain a Level 2 qualification to support further study in Further Education (FE) or Higher Education (HE) in any other sector or subject area
<p>How could I progress from this qualification?</p>	<p>The primary purpose of this qualification is to confirm that you are competent in a specific job role such as:</p> <ul style="list-style-type: none"> • Human Resources Officer • Business Support Administrator • Reception Administrator • Events Organisation Assistant • Publishing Assistant • Communications Assistant <p>You may want to take the OCR Level 2 NVQ Certificate in Business and Administration if you are seeking employment, progression or self-development in the business administrative sector.</p> <p>Achievement of your chosen units allows you to evidence the knowledge, skills and competence that are truly pertinent to your role and, where relevant, the organisation in which you work. The choice of units included</p>

	<p>in the qualification enables you to match the qualification to the needs of your own, specific business administration job role.</p> <p>Alternatively, this qualification supports progression to further learning. You could progress to other qualifications suitable to your level of experience and autonomy, such as the:</p> <ul style="list-style-type: none"> • OCR Level 2 NVQ Diploma in Business and Administration (QCF) – Competence Qualification • OCR Level 3 NVQ Certificate in Business and Administration (QCF) - Competence Qualification • OCR Level 3 Diploma in Business Administration (QCF) – Combined Knowledge and Competence Qualification
Support	<p>This qualification was developed in conjunction with the Sector Body for Business and Administration.</p> <p>The following employers directly support this qualification, recognising it as valuable for their employees:</p> <p>Birmingham City University Jaguar Land Rover Carlisle City Council SkillForce Kings College Hospital</p>
Further information	<p>To find out more about the OCR Level 2 NVQ Certificate in Business and Administration please refer to the Centre Handbook available on the OCR website: http://www.ocr.org.uk/Images/67973-centre-handbook.pdf</p> <p>If you have any other queries please contact: vocational.qualifications@ocr.org.uk</p>
About us	<p>OCR is a leading UK awarding body. We provide qualifications which engage people of all ages and abilities at school, college, in work or through part-time learning programmes.</p> <p>Our general and vocational qualifications equip learners with the knowledge and skills they need for their future, helping them achieve their full potential.</p>