Qualification Summary:

Thee in Business and Administration (QCF) has been developed 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.

The qualification is flexible, allowing learners to choose units that best fit their needs, whilst at the same time ensuring that essential areas of knowledge and skill from the administrative sector are covered. There are various levels broken down into **(Award, Certificate or Diploma)at level 1-4)**   .

NCFE LEVEL 1 NVQ AWARD IN BUSINESS AND ADMINISTRATION (Ref number: 501/0416/0)

Minimum entry age: Pre 16

Guided Learning Hours: 47-61

Credit value: 9

To achieve this qualification, learners must achieve 9 credits from the 3 unit groups, 7 credits from the mandatory group and a minimum of 2 credits from the optional units.

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NCFE LEVEL 1 CERTIFICATE IN BUSINESS AND ADMINISTRATION (Ref No: 501/0152/3)

Minimum entry age: Pre 16

Guided Learning Hours: 90-130

Credit value: 15

Operational end date: 31/12/2013

To achieve a Level 1 Certificate in Business and Administration (QCF) the learner must achieve a minimum of 15 credits - 7 credits must be achieved from the mandatory units and a further 8 credits must be achieved from all the optional units.

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NCFE LEVEL 2 NVQ AWARD IN BUSINESS AND ADMINISTRATION ⬚ (Ref: 501/0874/8)

Minimum entry age: Pre 16

Guided Learning Hours: 48-71

Credit value: 9

Operational End Date: 31/12/2013

To achieve a Level 2 Award in Business and Administration (QCF) the learner must achieve a minimum of 9 credits of which at least 6 credits must be taken at level 2 5 credits must be achieved from the mandatory units and a minimum of 4 credits from the optional units.

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NCFE LEVEL 2 NVQ CERTIFICATE IN BUSINESS AND ADMINISTRATION (Ref: 501/0150/X)

Minimum entry age: Pre 16

Guided Learning Hours: 93-146

Credit value: 21

Operational end date: 31/12/13

To achieve a Level 2 NVQ Certificate in Business and Administration the learner must achieve a minimum of 21 credits of which at least 14 credits must be taken at level 2.

9 credits must be achieved from group A - mandatory units, and a minimum of 7 credits must be achieved optional units. A maximum of 5 credits can be taken from group C - optional units.

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NCFE LEVEL 3 NVQ CERTIFICATE IN BUSINESS AND ADMINISTRATION (ref: 501/075/X

Minimum entry age: 16

Guided Learning Hours: 128-201

Credit value: 30

Operational end date: 31/12/2013

To achieve a Level 3 NVQ Certificate in Business and Administration (QCF) the learner must achieve a minimum of 30 credits of which at least 20 credits must be taken at level 3.

13 credits must be achieved from group A - mandatory units, and a minimum of 11 credits must be achieved from group B - optional units. A maximum of 6 credits can be taken from group C - optional units.

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NCFE LEVEL 3 NVQ DIPLOMA IN BUSINESS AND ADMINISTRATION (Ref: No. 501/0464/0

Minimum entry age: 16

Guided Learning Hours: 167-272

Credit value: 40

Operational end date: 31/12/2013

To achieve a Level 3 NVQ Diploma in Business and Administration (QCF) the learner must achieve a minimum of 40 credits of which at least 27 credits must be taken at level 3.

13 credits must be achieved from group A - mandatory units, and a minimum of 14 credits must be achieved from group B - optional units. A maximum of 13 credits can be taken from group C - optional units.

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NCFE LEVEL 4 NVQ DIPLOMA IN BUSINESS AND ADMINISTRATION

Minimum entry age: 18

Guided Learning Hours: 161-228

Credit value: 39

Operational end date: 31/12/2013

To achieve this qualification, candidates must complete 39 credits, 20 must be achieved from the Mandatory units and 19 credits must be achieved from completing the optional units. 27 of these units must be achieved at level 4.

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