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EDI

Supporting learning
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City & Guilds

NVQ CERTIFICATE IN
BUSINESS AND ADMINISTRATION

LEVEL 2

For more information contact Pathway Group on 0800 955 0870 or 0121 707 0550
or visit www.pathwaygroup.co.uk

NVQ Certificate in Business and Administration Level 2

The aim of this qualification is to contribute to the skills, knowledge and overall performance of Business and Administration. It provides an insight into the principles and processes of Business and Administration and will aid career development.

This QCF competence-based qualification is designed for those people who:

- are involved in Business and Administration as their primary work activity
- are seeking a career in Business and Administration and wish to take the first steps towards professional qualifications
- wish to gain recognition of their skills and experience in Business and Administration



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Qualification Overview:

QCF Reference Number	500/9715/5
Guided Learning Hours	279 - 291 hours
Qualification Structure	<p>To achieve the EDI Level 2 NVQ Certificate in Business Administration, the learner must complete a minimum of 21 credits, of which 14 credits must be selected from level 2 units:</p> <ul style="list-style-type: none">• Nine credits must be completed from Group A mandatory units• A minimum of seven credits from Group B optional units• A maximum of five credits from Group C optional units <p>Mandatory Units:</p> <ul style="list-style-type: none">• CU680 - Manage own performance in a business environment• CU681 - Improve own performance in a business environment• CU678 - Work in a business environment• CU679 - Communicate in a business environment
Age Groups	Pre 16, 16-18, 18+, 19+
Is this qualification eligible for funding?	Yes
Advanced Learning Loans	No
Entry Requirements	There are no formal entry requirements for these qualifications. However, in order to benefit from undertaking them, candidates should be able to complete basic functional skills assessments in English and Maths. Apprenticeship scheme would include a relevant technical certificate.
Assessment Method	Portfolio of evidence

Note: The Level 2 NVQ Certificate in Business and Administration is included as the competence component within the Business and Administration Apprenticeship framework. The Apprenticeship Scheme also includes the Functional Skills and Technical Certificate (QCF Ref no: 50093423).

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