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**NVQ DIPLOMA IN
BUSINESS AND ADMINISTRATION**

LEVEL 3

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

NVQ Diploma in Business and Administration Level 3

The aim of this qualification is to contribute to the skills, knowledge and overall performance of Business and Administration. It provides an insight into more advanced 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	50093022
Guided Learning Hours	167 – 297 hours
Qualification Structure	<p>To achieve the EDI Level 3 NVQ Diploma in Business and Administration, the learner must complete a minimum of 40 credits, of which, at least 27 credits must come from units at Level 3:</p> <ul style="list-style-type: none">• 13 credits must be completed from Group A mandatory units• A minimum of 14 credits from Group B optional units• A maximum of 13 credits from Group C optional units <p>Mandatory Units:</p> <ul style="list-style-type: none">• CU743 - Manage Own Performance in a Business Environment• CU744 - Evaluate and Improve Own Performance in a Business Environment• CU745 - Work in a Business Environment• CU746 - Communicate in a Business Environment
Age Groups	16-18, 18+, 19+
Is this qualification eligible for funding?	Yes
Advanced Learning Loans	Yes
Entry Requirements	It is essential to have completed a Level 2 qualification preferably in Business Administration. Additionally candidates should be able show competence in functional skills assessments for English and Maths. Apprenticeship scheme would include a relevant technical certificate.
Assessment Method	Portfolio of evidence

Note: The Level 3 NVQ Diploma in Business and Administration forms the competence component of the Advanced Apprenticeship in Business and Administration. The Apprenticeship Scheme also includes the Functional Skills and Technical Certificate (QCF Ref no: 50093435).

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