

## Qualifications



## Level 2 & 3 QCF Certificate in **Business Admin**

Administration is crucial to every business and is something every employer looks for in their staff. This qualification is designed to help you become a more effective and efficient in work you already do. It will be made up of a mixture of modules which you will be able to pick yourself. These include:

In Level 2 you will cover:

- Planning and organising events & meetings
- Managing diary systems
- Developing and delivering presentations
- Reception Services
- Working with Information Technology

In Level 3 you will cover:

- Supervising an office in a business environment
- How to research, analyse and report information
- Planning and implementing innovation and change
- Problem solving, contributing to the decision making
- How to evaluate and improve your own performance

### Introducing the Qualifications and Credit Framework (QCF)

This new and improved work-based qualification is more flexible and accessible to a much wider audience than ever before. Allowing you or your staff to tailor your own training package, this is an opportunity for you to achieve recognition for what you already do well, as well as to improve skills quickly and easily while you work.

**This is a chance gain qualifications without sitting through weeks, months or years of study and there are no exams to sit at the end!**



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